

Trustees' Financial Summary and Budget

Instructions

MAEFAIRS & Paper Filers

Montana Office of Public Instruction

July 2001

Table of Contents

General Tips

Tips.....	3
Download	4
Upload.....	5

Trustees' Financial Summary (TFS)

Suggested Procedures for Completing	7
TFS Instructions	8
Due Dates	10
Grant Coding	11
Project Reporter Codes (PRC).....	14
Balance Sheet	14
Schedule of Revenues, Expenditures, and Changes in Fund Balance	20
Blank Schedule of Rev Exp & Chgs in Fund Bal.....	24
Detail Expenditure Report	25

Budget

Budget Instructions	
Checklist for Final Budget Report	26
Budget Instructions.....	30
District Taxable Valuation	30
Budget Summary	31
Gen Fund Limits & Reserves (Parts I-III).....	32
K-12 BASE Ratios Page.....	33
Gen Fund Worksheet.....	33
Excess Reserves Worksheet.....	36
Funds	
General Fund (Fund 01)	37
Transportation Fund (Fund 10)	38
Bus Depreciation Fund (Fund 11).....	41
Tuition Fund (Fund 13).....	44
Retirement Fund (Fund 14)	45
Adult Education Fund (Fund 17)	46
Non-Operating Fund (Fund 19).....	48
Technology Fund (Fund 28)	50
Debt Service Fund (Fund 50).....	52
Building Reserve Fund (Fund 61).....	55

Index

Budget.....	57
Trustees' Financial Summary (TFS)	57

Tips

Assistance If you are unable to resolve a problem using this Help information, call OPI, (406) 444-4401.

Double underlined green text that appears in Help is a jump. Click on this text to jump to the related description.

Two asterisks (**) before a revenue code in the budget or on the balance sheet represent a calculated field.

Delete a record

- ?? Double left click on the record to be deleted in the window. The record will appear in the entry fields. Single left click the 'Delete' button at the bottom of the screen.

NOTE: *The record must be in the entry field for delete to work! Clicking the 'Delete' icon will only remove a record after the record has been saved.*

- ?? The message 'Are you sure you want to delete this record?' will appear. Single left click 'Yes' OR 'No'. If 'Yes' was selected, the record will disappear from the window. If 'No' was selected, the record remains in the window.

Dialog box

- ?? A box that appears on screen giving some message of direction or error message.

Dropdown list / Combo box

- ?? Lists possible entries for a particular entry field indicated by a down-arrow on the right side of the entry field.
- ?? When entering new data, enter the first character or first couple of characters and the entry field will prefill. Verify the information before moving to the next field.

Edit a record

- ?? Double left click on the record to be edited in the window. The record will appear in the entry fields. Change the data and 'Save'. The edited record will re-appear in the window.

FYOP

- ?? Fiscal Year of Purchase

Move to next entry field

'Tab' OR 'Enter' OR Single left click on entry field

Print OR Preview


At the MAEFAIRS Menu Screen, set the selection to 'Print' or 'Preview' for use throughout the program. MAEFAIRS defaults to 'Preview'.

- ?? Ctrl +P from the report preview window will activate the print dialogue box to allow printing of a single or several pages of a report.
- ?? If 'Preview' is selected, any time 'Report' is selected at a data entry screen, an on-screen preview will appear. The option of sending the 'Report' to the printer is then available by single left clicking the 'Printer' icon at the top of the report preview screen.
- ?? If 'Print' is selected, any time 'Report' is selected at a data entry screen, the report goes directly to the designated printer without an on-screen preview.

PREVIEW


For the best view, change 100% to 75% at the top of the screen (single left click the down-arrow at the right of '100%' and single left click 75%)

CLOSE PREVIEW SCREEN

Single left click the folder icon  at the top of the screen to close the on-screen preview.

NOTE: When you 'Submit to OPI', the entire budget and trustees' reports will automatically be printed.

FINAL PRINTING: When you submit to OPI, MAEFAIRS will print both Trustees' Financial Summary and Budget in their entirety so the official Submit ID displays on each page. ONLY one copy will print with this identification number. If you resubmit, you will get a new printed copy with a new Submit ID.

Save Press 'Enter' OR 'Tab' through all data entry fields OR single left click the 'Save' button  at the bottom of the screen. When exiting the screen the program automatically saves.
NOTE: Clicking the 'Save' button (at the bottom of the screen) is not necessary to save each entry.

Select

FROM A DROPDOWN LIST / COMBO BOX

?? Single left click the down-arrow beside the entry field to get a dropdown list of available options, then single click and press 'Enter' or double click on selection.

OR


?? Type the first few letters or numbers of the selection.

OR

?? Press '↓' (down arrow) on the keyboard to open combo box and continue pressing down arrow to get to selection. Press 'Enter' when choice is highlighted.

DISTRICT/SCHOOL

Selections may be changed on the MAEFAIRS Menu Screen or at the bottom of most the screens.

Undo  / Escape ('Esc' in top left corner of the keyboard)
?? Click the 'Undo' icon to remove a record before it has been saved.
OR
?? Press 'Esc' (Escape key) on the keyboard to undo an unsaved record.

Download

When prompted by the OPI, MAEFAIRS users will download a new 'Download MAEFAIRS Program' and/or 'Download District Information' as follows:

INTERNET USERS

- Double left click the MAEFAIRS icon.
- Double left click the title 'Download MAEFAIRS Program' or 'Download District Information' (depending upon OPI instructions).
- The question, '**Is this computer connected to the Internet?**' will appear on the screen. Single left click 'Yes'. The program will automatically download the appropriate MAEFAIRS files

NOTE: This may take up to twenty minutes.

NON INTERNET USERS

1. Log on to METNET with the FirstClass software, using your METNET user ID and password.
2. Download the MAEFAIRSVersionUpdate.mdb to C:\MAEFAIRS\Download as follows:
 - a. Double left click 'user name' icon (For example, Linda McCulloch would double left click on 'Linda McCulloch'). All legal entity numbers for which you are responsible are in the file titled MAEFAIRSVersionUpdate.mdb.
 - b. With your mouse pointer on the title 'MAEFAIRSVersionUpdate.mdb', single right click. This will display a series of options.
 - c. Single left click on the option titled 'download' or 'save attachment'. A 'Save As' window will appear. Change the 'Save in:' box by pressing the down arrow to the right of the 'Save in:' box, single left click on the 'C:'
 - d. Double left click the MAEFAIRS folder (located below the 'Save in:' box) which will put MAEFAIRS in the 'Save in:' box.
 - e. Double left click the 'Download' folder (located below the 'Save in:' box) which will put 'Download' in the 'Save in:' box.
 - f. Single left click on the 'Save' button.
 - g. After the file completes downloading, close window showing your name in the title bar.
3. Download the MAEFAIRSCode.exe to C:\MAEFAIRS\Download as follows:
 - a. Double left click on the 'MAEFAIRS Program Download' icon.
 - b. Double left click on the 'MAEFAIRS Code' icon.
 - c. With your mouse pointer on the title 'MAEFAIRSCode.exe', single right click. This will display a series of options.
 - d. Complete steps 2c-2f above.
4. Close all METNET windows.
5. Single left click on the Start button, then single left click on Run. In the 'Open:' box, type 'c:\MAEFAIRS\download\MAEFAIRSCode.exe' and single left click OK.
6. After you have finished step 5 above, the MAEFAIRS program will start up and you are ready to begin using the new MAEFAIRS.

Upload

Uploading files to OPI

- a. Select 'Other Options' from the Switchboard Menu.
- b. Select 'Submit to OPI'
- c. Select the schools to be submitted
- d. Single left click the 'Submit' button
NOTE: The report will be validated.
- e. The question, '**Is this computer connected to the Internet?**' will appear on the screen.

INTERNET USERS

Single left click 'Yes'. The program will automatically upload your MAEFAIRS files

NON INTERNET USERS

If you are not connected to the Internet, select 'No'.

A NON-INTERNET UPLOAD window will display 'Use the following instructions to upload using METNET.'

?? Single left click on the 'OK' button.

The instructions for uploading file(s) will appear on screen.

?? Single left click on 'File' (this will give you a series of options).

?? Single left click on 'Print Topic' (this will bring up a Print dialog box).

?? Select the printer you wish to print to by highlighting the printer name

?? Double left click on 'Print'

Use these instructions to upload your file(s).

1. Log on to METNET with the FirstClass software, using your METNET user ID and password.
2. Double left click on the 'MAEFAIRS Data Upload' icon.
3. Single left click on 'Message' on the menu bar (this displays a series of options).
4. Single left click on 'New Message'.
5. Single left click on 'File' located at the top of the new message screen (this displays a series of options).
6. Single left click on 'Attach File' (this displays a 'Choose File' box).
7. Single left click AND hold on the down arrow to the right of the 'Look in' box.
8. Move the curser to the 'C:'
9. Double left click on the Maefairs folder (this puts MAEFAIRS into the 'Look in' box).
10. Double left click on the 'Submit' folder (this puts Submit into the 'Look in' box).
11. Double left click on the file you wish to upload (the file name will appear as FXXX, where F means Fall Enrollment and XXX is a random number assigned to your file).
12. Single left click on 'Message' on the menu bar (this displays a series of options)
13. Singe left click on 'Send'.

Trustees' Financial Summary (TFS)

Suggested Procedures for Completing

SCHOOL NAME _____ DATE _____

- 1) Reconcile year-end cash balances with the County Treasurer [or in the case of Student Extracurricular Activities Fund (Fund 84)], with the local bank. Refer to section 7-0200 of School Accounting Manual (SAM). _____
- 2) Gather necessary items to complete the report:
 - a) Last year's Trustees' Financial Summary Recap (sent by OPI to paper filers) _____
 - b) County Treasurer's June 30 Cash Report _____
 - c) Budget Report as of June 30 _____
 - d) This year's Trustees' Financial Summary MAEFAIRS blank form _____
- 3) Begin by over-viewing the instructions and desk review procedures _____
- 4) Complete year-end adjusting and closing entries:
 - a) Review the list of accruals from section 5-1600 of SAM _____
 - b) Complete the checklist from section 7-0320 of SAM _____
 - c) Follow the cash-to-accrual procedures from section 7-0400 and 7-0500 of SAM. _____
 - d) Complete optional work sheets:
 - i) Fixed Asset Ledger Form 6-0100 of SAM _____
 - ii) Changes in Fixed Assets 7-0100-19, 7-0400-26, 7-0500-23 of SAM _____
 - iii) Compensated Absences Liability 6-0200 of SAM _____
 - iv) Changes in General Long-Term Debt 7-0100/7-0400/7-0500 of SAM _____
 - v) Federal and State Grants 9-0400 of SAM _____
 - vi) Preliminary Budget/Trustees Worksheet (METNET in <School Budgeting>) _____
 - vii) List of Year End Encumbrances and Accruals (METNET in <School Budgeting>) _____
 - ix) Budget to Actual Worksheet (MAEFAIRS TFS Reports, Exp Compared to Budget) _____
- 5) Report the current year's information:
 - a) On the Balance Sheet, Line 01-Cash and Investments (101-119) Less Warrants Payable (620), list this year's ending cash balance [Less Warrants Payable (620)] for June 30 from the County Treasurer's Report [for the Student Extracurricular Activities Fund (Fund 84), from the local bank statement], for appropriate funds. _____
 - b) On the Balance Sheet, report any assets and liabilities. _____
 - c) On the Schedule of Revenues, Expenditures and Changes in Fund Balance, record revenue and expenditure details. List revenue and expenditure totals for each fund on the Schedule of Revenues, Expenditures and Changes in Fund Balance, following the detailed listing for each fund. _____
 - d) Total the Balance Sheet and Schedule of Revenues, Expenditures and Changes in Fund Balance. Line 52-Total Fund Balance/Equity on the Balance Sheet must equal Ending Fund Balance-Line (5) on the Schedule of Revenues, Expenditures and Changes in Fund Balance _____
 - e) When the Balance Sheet and the Schedule of Revenues, Expenditures and Changes in Fund Balance are reconciled, complete all remaining reports. _____
- 6) Prepare a final report. Review for errors. _____
- 7) Send report to County Superintendent by August 15. Retain one copy for district files. _____

TFS Instructions

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.

FOR ASSISTANCE CALL:

Jim Oberembt	444-1257
Joan Anderson	444-1960
Nancy Hall	444-9852

Who Completes the Trustees' Financial Summary (TFS):

Each elementary and high school district and full service/special education cooperative must file an annual Trustees' Financial Summary (TFS). Full service/special education cooperatives must file the report separately from the report of the cooperative's host district. All elementary, high school, K-12, and cooperatives must complete a Project Reporter Code Report; a Balance Sheet for each fund; a Schedule of Revenues, Expenditures and Change in Fund Balance for each fund; and a Detail Expenditure Report.

Non-Operating Districts: Complete the Trustees' Financial Summary for Non-Operating Fund (Fund 19), Miscellaneous Programs Fund (Fund 15), and Debt Service Fund (Fund 50). Nonoperating districts complete a Project Reporter Code Report; a Balance Sheet for each fund; a Schedule of Revenues, Expenditures and Change in Fund Balance for each fund; and a Detail Expenditure Report.

What Information to Report: Report amounts from the accounting records for the fiscal year **after all necessary fiscal year -end adjusting and closing entries have been properly recorded.**

Blank Forms: At the MAEFAIRS switchboard click on Trustees Financial Summary (TFS) and click on the Reports button. Double left on the line Trustees Financial Summary (TFS). Click on the Blank TFS Report Button. If you want the entire report, showing all prior year active funds' Schedule of Revenues, Expenditures and Change in Fund Balance, click on Entire Report button. If you want to select the parts of the report to print, click on Selected Sections and choose from the addition selections you will then see. Select the district(s) you want to print and click the Run button.

Additional Funds: If the district used new funds in the past year, click on the Selected Sections button, click on the Schedule of Revenues, Expenditures, And Changes box, then click on the fund numbers for any new funds. (NOTE: New funds **MUST** be authorized funds from the Chart of Accounts, section 3-0200 of the School Accounting Manual.)

Full-Service/Special Education Cooperative Hosts must file a TFS SEPARATELY from the host district's TFS. Cooperatives must report the Transportation Fund (Fund 310), Retirement Fund (Fund 314), Miscellaneous Programs Fund (Fund 315), Interlocal Agreement Fund (Fund 382), General Fixed Asset Account Group (Fund 398) and General Long-Term Debt Account Group (Fund 399), . Cooperatives with a Payroll Clearing Fund (Fund 386) and Claims Clearing Fund (Fund 387) must also report those funds. Cooperatives must maintain those funds and account groups separate from the similar funds and account groups of the host district.

Student Extracurricular Activities Fund (Fund 84) MUST BE REPORTED. Report student extracurricular accounts held by the county treasurer and those accounts outside the county treasurer (i.e., separate checking accounts) as Student Extracurricular Activities Fund (Fund 84) financial activity. If the combined elementary and high school district share one extracurricular fund for both districts, combine all activities and report it on either the elementary or high school district TFS. (NOTE: Usually the high school district TFS is used.)

Interlocal Agreement / Cooperative Fund (Fund 82) Sections of the TFS are for reporting activities of the Interlocal Agreement/Cooperative Fund [Fund 182 (elementary) and 282 (high school)] for regular districts. If the district is the host of a full service/special education cooperative, report the Interlocal Agreement/Cooperative Fund (Fund 382) on a SEPARATE TFS FOR THE COOPERATIVE.

Districts That Will Become K-12 Next Year must report **separately** for elementary and high school for this year-end, as was done in the past. The K-12 district is created effective July 1, so the activities of combining funds to become a K-12 district will be reported on the **next year's TFS**.

Where to Find Help for Year-End Adjustments and Closing Procedures: Refer to sections of the School Accounting Manual entitled 7-0300 YEAR-END CLOSING PROCEDURES, 7-0400 CASH TO ACCRUAL WORKSHEET - COLUMNAR ACCOUNTING SYSTEMS, and 7-0500 CASH TO ACCRUAL WORKSHEET - DOUBLE ENTRY ACCOUNTING SYSTEMS. These sections provide basic year-end accounting procedures and methods for converting the district's records from cash basis to accrual (GAAP) basis. The procedures will assist clerks/business managers in closing the books and preparing the TFS.

Where to Send Completed Forms: Send the forms **to the County Superintendent by August 15**. The County Superintendent must send the forms to the Office of Public Instruction by the second Monday in September. (MCA 20-3-209 and 20-9-213)

Trustees Changes or Revisions: **Administrative Rule 10.10.504** provides:

- (5) Revisions to the annual Trustees' Financial Summary report made by the district or cooperative after December 20 of the ensuing fiscal year will not be considered in calculating amounts used for special education reversion or for federal maintenance of effort (MOE) requirements.
 - (6) Material revisions to the annual Trustees' Financial Summary submitted by December 20 shall be accepted, limited to the following types of adjustments:
 - (a) Coding revisions between revenue or expenditure line items providing no change occurs in the fund balance of budgeted funds;
- AND
- (b) Revisions in balance sheet accounts provided no change occurs in the fund balance of budgeted funds.
- (7) Changes that affect fund balance in a budgeted fund or immaterial line item coding changes must be reported as prior period adjustments in the Trustees' Financial Summary for the current year. The district may need to adopt a budget amendment in the current year to record the prior period adjustment within the budget of a fund.
- (8) Revisions to the annual Trustees' Financial Summary submitted by December 20 will be filed for information purposes by the Office of Public Instruction.

Due Dates

MCA 20-3-325

TRUSTEES' FINANCIAL SUMMARY

Transmit: District sends to County Superintendent by August 15th. (MCA 20-9-213)

Transmit: County superintendent submits to OPI by second Monday in September. (MCA 20-3-209)

BUDGET

Approval: Trustees adopt on or before 2nd Monday in August (MCA 20-9-131)

Transmit: To County Superintendent Within 5 Days of Adoption (MCA 20-9-134)

Approval: County Commissioners set mills by 4th Monday in August (MCA 20-9-131)

Transmit: County Superintendent submits to OPI by the second Monday in September (MCA 20-9-134)

Grant Coding

Office of Public Instruction
Effective May 17, 2001

LIST OF COMMON EXPENDITURE DRIVEN GRANTS

The following common grants and programs are required to be reported on the TFS reporting equal revenues and expenditures for the year. If cash received exceeds disbursements at 6/30, reduce revenue to equal expenditures and report the excess balance as deferred revenue, or report as a liability ("Due to Other Governments") if the unused receipt must be returned to the grantor. If cash received is less than disbursements, report the unreceived but claimed amount as a receivable ("Due from Other Governments.")

Grant	Revenue Source	Expenditure Program	CFDA Number
21 st Century Community Learning	4390 399	(student exp)	84.287
21 st Century Community Learning	4390 650	(adult basic ed exp)	84.287
ABE Homeless	4540 655		84.192
ABE TANF	4540	651	93.561
Adult Basic Ed Federal	4540	650	84.002
Adult Basic Ed Other State	3250	656	State
Adult Basic Ed Other	4540	656	84.002
Adult Basic Ed State	3250	650	State
Advanced Placement Incentive Grant	4600	299	84.330A
Aesthetic Literacy	4600	450	84.215G
Crime Control	4700	299	84.186
Education of Homeless Children	4650	299	84.196
Emergency Immigrant Ed	4600	262	84.162A
Gear Up	4700	299	84.334A
Gender Equity	4700	399	84.048A
Gifted & Talented State	3270	270	State
Goals 2000	4390	452	84.276A
Head Start	4370	510	93.600
IDEA B	4560	277	84.027A
IDEA D Training for Inclusive Ed	4560	278	84.029
IDEA Preschool Section 619	4560	279	84.173A
In State Day Treatment	3290	298	State
Jobs for Montana Graduates	3290	298	State
Johnson O'Malley	4310	287	15.130
Learn & Serve	4600	451	94.004
Local Gov Sev Tax (LGST)	3450	1XX	State
Math Ed/Sy Init SIMMS	3280	440	State
Native American Schl Repair&Renovation	4390	299	84.352B
Promise	3900	298	State
Reduced Class Size	4600	299	84.340
Resource Transfers Dist/Coops	5710	280	Local
School to Work	4600	399	17.249
Star Schools Dept of Ed	4600	422	84.203
State Audiology Contracts	3235	274	State
State SIMMS	3280	440	State
STEP	4700	299	84.298

Grant	Revenue Source	Expenditure Program	CFDA Number
Title I Accountability Grant	4510	299	84.348A
Title I Capital Exp	4510	294	84.216A
Title I Consortium Incentive Grant	4510	299	84.011B
Title I Correctional	4510	297	84.013A
Title I Delinquent	4510	293	84.013A
Title I Even Start LEA	4510	290	84.213C
Title I Even Start/Migrant	4510	263	84.214A
Title I Handicapped	4510	292	84.009A
Title I Migrant Part C	4510	296	84.011A
Title I Part A	4510	291	84.010A
Title I Program Improve	4510	295	84.218A
Title II D. D. Eisenhower (Math/Sci)	4600	288	84.281
Title III Technology Literacy	4600	299	84.318
Title IV Drug Free Schools	4600	286	84.186A
Title VI Innovative Ed Program Strategies	4510	289	84.298
Title IX Indian Education	4100	299	84.060
Tobacco Ed	3290	298	State
Transition Services	4700	299	84.158A
Vo Ed Carl D Perkins-Basic	4530	391	84.048A
Vo Ed Carl D Perkins-Comp	4530	392	84.048A
Vo Ed Carl D Perkins-TP 4530 395	84.243A		

LIST OF COMMON ENTITLEMENTS

Entitlements usually have no or few restrictions as to how funds can be spent. Revenues may be recorded on the modified accrual basis and do not have to equal expenditures on the Trustees' Financial Summary.

Grant	Revenue Source	Expenditure Program	CFDA Number
Impact Aid 4820 Any 84.041			
State Technology Grant	3281	Any	State
HB 47 One Time Only Funds	3290	441	State
Vo Ed State All Programs	3240	300	State
Vo Ed State Health Occupations	3240	300 or 330	State
Vo Ed State Agriculture	3240	300 or 310	State
Vo Ed State Home Economics	3240	300 or 340	State
Vo Ed State Marketing	3240	300 or 320	State
Vo Ed State Office Occupations	3240	300 or 360	State
Vo Ed State Tech Ed Art	3240	300 or 350	State
Vo Ed State Trades & Industry	3240	300 or 380	State

LIST OF COMMON REIMBURSEMENTS

Reimbursement payments provide the grantee spends funds first, the grantor then reimburses the grantee for the expenditures. Revenues do have equal expenditures for reimbursements.

<u>Grant</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>CFDA</u>
	<u>Source</u>	<u>Program</u>	<u>Number</u>
School Food Commodities 4550 910	10.550		
School Food Breakfast	4550	910	10.553
School Food Lunch	4550	910	10.555
School Food Milk	4550	910	10.556
School Food Snacks	4550	910	10.558
School Food Summer Program	4555	910	10.559
School Food Nutrition Training	4550	910	10.564
Traffic Education Reimbursement	3260	1XX	State

Project Reporter Codes (PRC)

List all projects using project reporter codes to identify revenues and expenditures on the Trustees' Financial Summary.

Each local, state, and federal grant project in which the district participates and the expenditures of each budget amendment must be identified using a unique, three-digit project reporter code. Do not duplicate project reporter codes. All Miscellaneous Program Fund (Fund15) projects must be assigned a project reporter code. OPI assigns a project reporter code to each approved budget amendment. Project reporter codes 900-999 are reserved for use by the Superintendent of Public Instruction. See Section 3-0500 and 3-0600 in the [SAM](#) for more information.

Project Reporter (PRC): Enter a unique, three-digit project reporter code. (i.e., 001) Do NOT use 000 or 900-999.

Title: Enter the grant or project name. (i.e., IDEA -B) OR select a project name from the dropdown list. Selecting from the dropdown list will prefill the Title, CFDA Number and Type, if applicable.

CFDA Number (Catalog of Federal Domestic Assistance Number): **Federal Grants Only**

??Federal projects -- obtain the CFDA Number from the federal revenue account definition in section 3-0500; from the Grant Coding list posted on METNET in the Accounting Manual section; or from the [Grants Handbook](#).

??State and Local projects will NOT have a CFDA Number.

Project Number: Enter the complete grant or project number, as assigned by OPI or other grantor. (i.e., 5609657701)

Type: Select Federal, Local or State the dropdown list.

Projects can be selected from the 'Prior Year' window however they will have to be assigned a PRC for the current year. This can be the same number as the prior year if that number has not already been used for a 'Current Year' project. If a prior year project is selected it will only apply to the same project because the only identifying information that is changeable is the PRC.

Balance Sheet

NOTE: Districts using a manual **columnar system of accounting** (not double-entry accounting) should prepare the cash to accrual worksheet from section 7-0400 of the [School Accounting Manual \(SAM\)](#). Balances from that worksheet may be directly entered on the Balance Sheet.

A blank Balance Sheet form can be printed from MAEFAIRS by selecting Trustees Financial Summary, Reports, Trustees Financial Summary, select Blank Form, Selected Sections, Balance Sheet, and then click Run. This will print the form to the screen then click the printer icon in the top left corner of the screen to send it to the printer. The entire TFS can be printed by selecting Entire Report on the TFS Report print screen.

BALANCE SHEET LINE BALANCES: For each line on the Balance Sheet, combine the balances of the appropriate accounts as listed in the instruction detail. For example, in Line 06-Other Current Assets (190-210), enter the sum of the balances recorded in balance sheet accounts numbered 190 through 210 for each fund. Districts using a manual columnar accounting system should enter balances shown in column (d) of the "Cash To Accrual Worksheet - Columnar Accounting Systems."

ASSETS AND OTHER DEBITS

Line 01. Cash and Investments (101-119) Less Warrants Payable (620)

Enter cash and investments for each fund held by the County Treasurer or by the district on June 30. Include cash held in separate bank accounts and petty cash accounts. If the district does not use a payroll and claims clearing fund, subtract the 6/30 balance of Warrants Payable (620) in that fund from the sum of accounts 101 through 119 and enter that total. If the district uses a payroll and/or claims clearing fund, warrants payable are recorded only in those clearing funds, so the district will not have a Warrants Payable (620) balance to subtract from Cash and Investments on this line.

GASB 31 - If your county treasurer reports a gain or loss on investments on June 30th, increase or decrease Line 01-Cash and Investments (101-119) as necessary. Show the gain or loss in revenue source 1530 Net Increase (Decrease) in the Fair Value of Investments. If the gain or loss is material (more than 5% of a fund's total assets before gain/loss), contact Jim Oberembt at 444-1257.

In the Payroll Fund (86) and Claims Fund (87) ONLY, include the balance of accounts 101 through 119 in Line 01-Cash and Investments (101-119). Enter the balance of Warrants Payable (620) on Line 23-Warrants Payable (620).

NOTE: REPORTING TAXES RECEIVABLE

Taxes Receivable by fund must be entered on this form IF AMOUNTS ARE MATERIAL TO THE FUND. Taxes receivable as of June 30 are required to be reported on the County Treasurer's June report to each district. Notify OPI School Accounting staff if the taxes receivable numbers are not reported by the county treasurer. Taxes receivable, if material, should be entered on Line 02-Taxes Receivable-Real and Personal (120-149) and Line 03-Taxes Receivable-Contested (150-159). Taxes receivable should also be reported as Line 25-Deferred Revenue (680). Total Line 02-Taxes Receivable-Real and Personal (120-149) Less Warrants Payable (620) and Line 03-Taxes Receivable-Contested (150-159) and include the amount in the total of Line 25-Deferred Revenue (680). See Section 5-0220 in the SAM for further information.

Line 02. Taxes Receivable-Real and Personal (120-149)

Enter the real and personal property taxes receivable for each fund as of June 30, as reported to the district by the County Treasurer. See section 5-0220 RECORDING TAX REVENUES and account definitions on section 3-0400 of the SAM. Include the amount from Line 02-Taxes Receivable-Real and Personal (120-149) in the total on Line 25-Deferred Revenues.

(RARE) If the district recorded allowances for uncollectible taxes, SUBTRACT the balances in accounts 129 Allowance for Uncollectible Taxes-Real Property, 139 Allowance for Uncollectible Taxes-Personal Property, and 149 Allowance for Uncollectible Taxes-Other, from the total of taxes receivable accounts and enter the NET amount on Line 02-Taxes Receivable-Real and Personal (120-149) and on Line 25-Deferred Revenue (680).

Line 03. Taxes Receivable-Contested (150-159)

Enter the amount of **contested taxes receivable** for each fund outstanding as of June 30 as reported to the district by the County Treasurer. See section 5-0200 REVENUES AND RECEIVABLES and account definitions in section 3-0400 BALANCE SHEET ACCOUNT DEFINITIONS in the SAM. Include the amount in Line 03-Taxes Receivable-Contested (150-159) in the total on Line 25-Deferred Revenue (680).

(RARE) If the district recorded allowances for uncollectible contested taxes, SUBTRACT the balance in Allowance for Uncollectible Taxes - Contested Taxes (159) from the total of taxes receivable accounts and enter the NET amount on Line 03-Taxes Receivable-Contested (150-159).

Line 04. Receivables from Other Funds (160-179)

(RARE) Enter the balances of general ledger accounts -Interfund Loan Receivable From Other Funds (160) and Due From Other Funds (170). Remember that the total of amounts included on Line 04-Receivables from Other Funds (160-179) for all funds combined must equal the total of amounts of Line 21-Payables to Other Funds (601-606) for all funds combined. Receivables From Other School Districts (such as between a high school and elementary) are included on Line 05-Due From Other Governments (180).

The use of Interfund Loans Receivable From Other Funds (160) and Due From Other Funds (170) is limited. Interfund Loans Receivable From Other Funds (160) is generally used only to record the loan from one fund to a budgeted fund to cover a deficit cash balance as of June 30. Recording this loan transaction is optional. Due From Other Funds (170) is used to record the amount receivable on June 30 for goods and services provided by one fund, usually a proprietary fund, to another fund of the same district. See account definitions in section 3-0400 and section 5-0520.50 INTERFUND LOANS in the SAM.

Line 05. Due From Other Governments (180)

Enter the balance of account (180). Receivables From Other School Districts are included on this line.

Common items entered here are:

General Fund (01) -- Tuition due to the district but not received by June 30; joint district collections of another county which were not received into the district's funds by June 30.

School Food Fund (12) -- Federal reimbursements not received by June 30 for claims through the month of June; State match for the year to be received in July or August.

Miscellaneous Programs Fund (15) -- Federal and state grant reimbursements not yet received for expenditures made by June 30.

Traffic Ed Fund (18) -- Reimbursement to be received in August for Drivers' Education program.

Amounts reported on Line 05-Due From Other Governments (180) should be included in the line items revenue amounts on the Schedule of Revenues, Expenditures and Changes in Fund Balance. For example, a school food fund receivable on Line 05-Due From Other Governments (180) should also be recorded as revenue source 4550. See section 5-0240.30 REIMBURSEMENT-TYPE GRANTS and 5-0250.00 REVENUES FROM OTHER DISTRICTS/STATE AND COUNTY GOVERNMENTS in the SAM.

Line 06. Other Current Assets (190-210)

Enter the sum of the balances of accounts Accounts Receivable (190) through Bond Proceeds Receivable (210) on this line.

(RARE) If the district recorded an allowance for uncollectible accounts receivable, SUBTRACT the balance of Allowance for Uncollectible Accounts Receivable (199) from the total of accounts 190 through 210, and report the NET amount on Line 06-Other Current Assets (190-210). See account definitions in section 3-0400 of the SAM.

Line 07. Inventories (220 & 230)

Enter the value of supplies on hand on June 30, if the amount is material to the fund. Include both Inventories for Consumption (220) and Inventories for Resale (230). See section 5-0600 SUPPLIES in the SAM. If you enter an amount here, also enter the same amount on Line 36-Reserve for Inventories (951). (Assumes "Purchases Method" is used.)

Line 08. Prepaid Expenses (240)

Enter the balance of Prepaid Expenses (240). See Section 5-0700 PREPAID EXPENSES in the SAM. If no material pre-payments of items such as insurance or rent were paid as of 6/30, leave the line blank. Remember that payments included in Prepaid Expenses (240) should not be included as expenditure charged this year on the Schedule of Revenues, Expenditures and Changes in Fund Balance.

Line 09. Deposits (250)

(RARE) Enter the balance of Deposits (250). See the account definition in Section 3-0400 of the SAM.

NOTE: REPORTING FIXED ASSETS-Lines 10-13

Balance sheet accounts 311 through 351 are used for fixed assets. School districts were required to report fixed assets beginning in FY 1992-93. Report fixed assets using the procedures below. Usually fixed assets

are shown ONLY in the General Fixed Asset Account Group (GFAAG Fund 98). If fixed assets were purchased using proprietary funds (Funds 70-79), report the fixed assets owned by those funds in the appropriate proprietary fund balance sheet. See section 5-1200 FIXED ASSETS in the SAM.

Line 10. Land and Land Improvements (311-322)

Enter the total of the Land (311) and Land Improvements (321) accounts.

Line 11. Buildings and Building Improvements (331 & 332)

Enter the balance of Buildings (331) and Building Improvements (332).

Line 12. Machinery and Equipment (341 & 342)

Enter the balance of Machinery and Equipment (341).

If the district records depreciation of machinery and equipment (RARE - proprietary funds 70-79 only), SUBTRACT the balance of Allowance for Depreciation of Machinery and Equipment (342), and enter the NET amount. See the account definitions in section 3-0400 of the SAM.

Line 13. Construction Work in Progress (351)

Enter the balance of Construction Work in Progress (351). A district would have a balance in account 351 ONLY IF a construction project is in progress on June 30. See section 5-1400 CONSTRUCTION WORK IN PROGRESS in the SAM.

NOTE: In the General Long Term Debt Account Group (99), Line 14-Amount Available in Debt Service and Compensated Absence Funds (403) plus Line 15-Amounts to be Provided (404-406) MUST EQUAL the total of Line 27-Bonds Payable-Noncurrent (710); Line 28-Notes Payable-Noncurrent (720); Line 29-Lease Obligations Payable (730); Line 30-Contracts and Judgments Payable (740-750); and Line 31-Compensated Absences Payable (760).

Line 14. Amount Available in Debt Service and Compensated Absence Funds (403)

Enter the balance of Amount Available in the Debt Service and Compensated Absence Fund (403) **only** in the General Long-Term Debt Account Group (Fund 99). This amount MUST EQUAL Line 52-Total Fund Balance/Equity in the Debt Service Fund (50) plus Line 52-Total Fund Balance/Equity in the Compensated Absence Fund (21). See section 5-1300 LONG-TERM DEBT and the account definition in section 3-0400 of the SAM.

Line 15. Amounts to be Provided (404-406)

Enter Line 35-Total Liabilities **minus** Line 14-Amount Available in Debt Service and Compensated Absence Funds (403). (The fund balance/equity section of the GLTDAG (99) must be completed before you can enter the amount on Line 15-Amounts to be Provided (404-406). On a computer system, this is the sum of Amount to be Provided for Retirement of Long-Term Debt (404), Amount to be Provided for Compensated Absences (405), and Amount to be Provided-Other (406). See section 5-1300 LONG-TERM DEBT and account definitions in section 3-0400 of the SAM.

LIABILITIES SECTION

Line 20. Total Assets and Other Debits

Enter the total of Line 1 through Line 19 on Line 20-Total Assets and Other Debits.

Line 21. Payable to Other Funds (601-610)

(RARE) Enter the sum of Interfund/Loan Payable to Other Funds (601) and Due To Other Funds (606). See section 5-0520.50 INTERFUND LOANS and account definitions in section 3-0400 in the SAM. Remember, the total of amounts on Line 04-Receiveables from Other Funds (160-179) for all funds combined must equal the total of amounts on Line 21-Payable to Other Funds (601-606) for all funds combined. Payables to Other School Districts is listed on Line 22-Due to Other Governments (611).

Interfund/Loan Payable to Other Funds (601) and Due To Other Funds (606) **are used on a limited and optional basis.** Interfund/Loan Payable to Other Funds (601) is usually used only to record error corrections between funds. Due To Other Funds (606) is used only for the amount owed for goods and services provided to the fund by another fund of the district.

Line 22. Due to Other Governments (611)

Include all payables due to other school districts on this line. Common items included here are:

General Fund (01) -- Refunds of state or Federal grant money owed to another district, OPI or other state agency, or a Federal agency, on June 30.

Tuition Fund (13) -- Tuition which should have been paid to another district by June 30, but was not.

Miscellaneous Programs Fund (15) -- Refunds of state or federal grant money owed to another district, OPI or other state agency, or a federal agency, on June 30. Include unspent grant money that must be returned to the grantor, amounts owed to a grantor because of a disallowed expenditure, etc. See account definition in section 3-0400 of the SAM.

Line 23. Warrants Payable (620)

Enter the balance of Warrants Payable (620) **only in the Payroll Fund (86) and Claims Fund (87).** If a fund does not use a payroll or claims clearing fund, Warrants Payable (620) for the fund are subtracted from Cash and Investments (101-119), so do not enter Warrants Payable (620) on Line 23. See the account definition in section 3-0400 of the SAM.

Line 24. Other Current Liabilities (621-679)

Enter the total of current liability accounts numbered 621 through 679. Common liabilities included here are:

Any fund -- Accrued salaries and benefits, accrued Workers' Compensation and payroll taxes, accrued costs of goods and services received but not paid for by June 30.

Remember: Amounts included in Other Current Liabilities (621-679) should also be included in the line item expenditures of the Schedule of Revenues, Expenditures and Changes in Fund Balance for the fund. A year-end list of encumbrances and accruals must be maintained for audit. See account definitions in section 3-0400 of the SAM.

Line 25. Deferred Revenue (680)

Enter the balance of Deferred Revenue (680). See section 5-0200 REVENUES AND RECEIVABLES in the SAM.

Common deferred revenues included here are:

General Fund (10) -- Taxes Receivable; Unused Special Education Allowable Costs reversion.

Transportation (10), Bus Depreciation (11), Adult Ed (17), Non-Operating (19), Debt Service (50), Building Reserve (61) -- Taxes Receivable.

Line 26. Other Liabilities (690-699)

(RARE) Enter the sum of Deposits Payable (690) and Due to Fiscal Agent (695). See account definitions in section 3-0400 of the SAM.

NOTE: REPORTING LONG-TERM DEBTS. Reporting long-term liabilities is required. Report long-term liabilities using balance sheet accounts numbered 710 through 760. These liabilities will generally be reported ONLY in the Long-Term Debt Account Group (Fund 99). If long-term debts were also recorded in proprietary funds 70-79 (RARE), enter the amounts of long-term debt in the appropriate proprietary fund column(s).

Line 27. Bonds Payable-Noncurrent (710)

Enter the balance of Bonds Payable-Noncurrent (710). This line is for the outstanding bond principal as of June 30. See section 5-1320 BONDS and account definitions in section 3-0400 of the SAM.

Line 28. Notes Payable-Noncurrent (720)

Enter the balance of Notes Payable-Noncurrent (720). This line is for the outstanding loan principal as of June 30. See section 5-1340 NOTES/LONG-TERM LOANS and account definitions in section 3-0400 of the SAM.

Line 29. Lease Obligations Payable (730)

Enter the balance of Lease Obligations-Noncurrent (730). This account includes lease-purchase obligations lasting more than one year. It does not include rental-type leases. See section 5-1330 LEASES and account definitions in section 3-0400 of the SAM.

Line 30. Contracts and Judgments Payable (740-750)

(RARE) Enter the sum of the balances of Contracts Payable (740) and Judgments Payable (750). See section 5-1360 CLAIMS AND JUDGMENTS PAYABLE and account definitions in section 3-0400 of the SAM.

Line 31. Compensated Absences Payable (760)

Enter the balance of Compensated Absences Payable (760) in the General Long-Term Debt Account Group (Fund 99). This line is for the total of sick leave and vacation leave liability plus any other related liabilities (i.e., TRS, PERS, FICA, Workers' Comp., Unemployment Comp.) for all district employees who are entitled to payouts upon termination. See Sections 5-1350 and 6-0200 in the SAM for further information.

(RARE) If proprietary funds (70-79) are used, any compensated absences liability for employees paid from those funds should be reported in the appropriate proprietary funds column. See section 5-1350 COMPENSATED ABSENCES in the SAM for further information.

NOTE: This amount is not necessarily the same as the accumulated total in the Compensated Absences Fund, which is limited by law to 30% of the sick leave payout (25%) and vacation leave payout (100%) for NON-TEACHING AND ADMINISTRATIVE personnel of the preceding school fiscal year. Line 31-Compensated Absences Payable (760) should include the FULL liability for ANY employees entitled to future payouts as of June 30. See Sections 5-1350 and 6-0200 in the SAM for further information.

Line 35. Total Liabilities

Enter the sum of Line 21 through Line 34 on Line 35-Total Liabilities.

FUND BALANCE/EQUITY SECTION**Line 36. Reserve for Inventories (951)**

Enter the amount of Reserve for Inventories (951). The amount must equal the amount on Line 07-Inventories (220 & 230).

Line 37. Reserve for Encumbrances (953)

Enter the amount of Reserve for Encumbrances (953). The amount must be the total of all encumbrances for the fund. This amount must equal the year-end list of encumbrances and accruals retained for audit. Remember the encumbrances must also be included in the line item expenditures of the Schedule of Revenues, Expenditures and Changes in Fund Balance for the fund. See Section 5-0400 in the SAM for further information.

Line 38. Reserve for Endowments (954)

Enter the amount of Reserve for Endowments (954) for Fund 81, Endowments only.

Line 48. Fund Balance for Budget (961-970)

Subtract Line 35-Total Liabilities and total of reserves [Line 36-Reserve for Inventories (951), Line 37-Reserve for Encumbrances (953) and Line 38-Reserve for Endowments (954)] from Line 20-Total Assets and Other Debits. Enter the amount on Line 48-Fund Balance for Budget (961-970). This line should be greater than or equal to zero.

If it is zero or negative, the district should be able to explain to the auditor how this deficit will be eliminated. This amount must equal the amount reported as fund balance for budget Line TFS48 on the ensuing year's budget form.

Line 49. Investments in General Fixed Assets (910-918)

Line 49-Investments in General Fixed Assets (910-918) applies to the General Fixed Asset Account Group (Fund 98) ONLY. Enter the total of Line 10-Land and Land Improvements (311-322), Line 11-Buildings and Building Improvements (331 & 332), Line 12-Machinery and Equipment (341 & 342) and Line 13-Construction Work in Progress (351) on Line 49-Investments in General Fixed Assets (910-918). See section 5-1200 FIXED ASSETS and account definitions in section 3-0400 in the SAM.

Line 50. Contributed Capital (921)

(RARE) Line 50-Contributed Capital (921) applies to proprietary funds (70-79). Enter the balance of Contributed Capital (921) **only** in proprietary type funds (70-79). See account definition in section 3-0400 of the SAM.

Line 51. Retained Earnings (930-940)

(RARE) Line 51-Retained Earnings (930-940) applies to proprietary funds (70-79). Enter the sum of Reserve for Special Purposes-Retained Earnings (930) and Unreserved Retained Earnings (940). See account definitions in section 3-0400 of the SAM.

Line 52. Total Fund Balance/Equity

Enter the total of Lines 36 through 51 on Line 52-Total Fund Balance/Equity. Line 52-Total Fund Balance/Equity on the Balance Sheet must equal the ending fund balance on the Schedule of Revenue, Expenditures and Changes in Fund Balance.

Line 53. Total Fund Balance/Liability

Enter the total of Line 35-Total Liabilities and Line 52-Total Fund Balance/Equity on Line 53-Total Fund Balance/Liability. Line 53-Total Fund Balance/Liability should equal Line 20-Total Assets and Other Debits.

Schedule of Revenues, Expenditures, and Changes in Fund Balance

REVENUES AND OTHER FINANCING SOURCES

Preliminary Budget / TFS Work Sheet: These worksheets are optional and can be used to roll up expenditures as discussed later. These worksheets can be found on METNET in the <School Finance> Folder.

For revenue and expenditure account definitions, see section 3-0500 and 3-0600, CHART OF ACCOUNTS in the SAM.

Additional Revenues and Expenditures: If a fund's revenues or expenditures do not fit in the codes provided, use the blank lines at the end of the each fund Schedule of Revenue, Expenditures and Changes in Fund Balance report.

Revenue Accounts (1000-4999) are considered **Current Revenues** as reported on this schedule.

GASB 31 - If your county treasurer reports a gain or loss on investments on June 30th, show the gain or loss in revenue source 1530 Net Increase (Decrease) in Fair Value of Investments. If the gain or loss is material (more than 5% of total assets before gain/loss), contact Nancy Hall at 444-9852, or Jim Oberembt at 444-1257.

NOTE: New this year are fund

Revenue Accounts (5000-9710) are considered **Other Financing Sources, Prior Period Revenue Adjustments, and Residual Equity Transfers In**.

Revenue accounts are listed by two-digit fund number and four-digit source code. Enter actual revenues including cash revenues and revenue accruals. Do not include revenue accrued last year. Project reporter codes are used in the Miscellaneous Programs Fund (Fund 15), in the General Fund (Fund 01) to report Budget Amendment expenditures, in Building Fund (Fund 60) and can be used in the Endowment Fund (Fund 81 optional).

The total of revenue accounts 1000-9710 is calculated at the end of the revenue section for each fund.

Federal or State Grant Funds Received from Coops

Revenue Code 5700-Resource Transfers From Other School Districts or Cooperatives is used when a school district receives lump sum federal or state grant money through a coop rather than receiving the money directly from a state or federal agency.

Special Education Resources Transferred From Other School Districts or Coops

Revenue Code 5710-Special Education Resources Transferred From Other School Districts or Cooperatives is used when a school district receives lump sum payment from another school district or coop for the provision of special education services. Refer to the account definition in section 3-0500 of the SAM.

Revenues must be reported using a fund number and a four-digit revenue source code (example, 01-2110). **DO NOT ROLL-UP REVENUES.**

EXPENDITURES AND OTHER FINANCING USES

Expenditure object accounts (100-889) are considered **Current Expenditures** as reported on this schedule.

Expenditure object accounts (892-972) are considered **Other Financing Uses, Prior Period Expenditure Adjustments and Residual Equity Transfers Out** and are included on the Schedule of Revenues, Expenditures and Changes in Fund Balance, following current expenditures.

Expenditure accounts are listed by fund, program, function, expenditure object, and project reporter code (where appropriate). Report actual expenditures, including cash expenditures (mandatory), accrued expenditures (mandatory), and encumbrances (optional). On the form, account numbers that contain "X" indicate the balances should be combined ("rolled up") into one balance at the level of detail indicated by the number to the left of the "X." The "X" stands for the numbers zero through 9. Refer to the valid account code list sent by OPI and the expenditure object account listing.

Example:

_01 1XX 1XXX 1XX Personal Services-Salaries means:

 _01 General Fund

 1XX Programs 100 through 199 Regular Education Programs

 1XXX Functions 1000 through 1999 Instruction

 1XX Expenditure Objects 100-199 Personal Services -- Salaries

Therefore, the sum of expenditures charged to accounts _01-100-1000-100 through _01-199-1999-199 should be reported as one amount on the 01 1XX 1XXX 1XX expenditure line provided on the schedule.

Any additional expenditures you report, **must** be rolled up the same way -- by fund, program, function, and expenditure object USING THE FOLLOWING INSTRUCTIONS.

"ROLL-UP" INSTRUCTIONS

MAEFAIRS will not allow the use of incorrect combinations of coding in each fund. If your coding combination is not enterable in MAEFAIRS, recode to an acceptable coding combination.

Fund Code: Report fund codes using two digits (i.e., 01, 10, 11 . . .).

Program Code: Report program codes using three digits (Examples: 421 would be rolled-up to 4XX and 100-160 must be rolled up to 1XX).

Function Code: The ONLY function codes shown on the Schedule of Revenue, Expenditures and Changes in Fund Balance should be: 1XXX, 21XX, 221X, 222X, 23XX, 24XX, 25XX, 26XX, 27XX, 28XX, 31XX, 32XX, 33XX, 34XX, 35XX, 4XXX, 5XXX, 61XX, 62XX, 63XX, 9999, XXXX. (NOTE: DO NOT USE 22XX.)

Expenditure Object Code: Report most expenditure object codes rolled up to the first digit (i.e., 513 and 518 must be reported together using 5XX.) **The 800 and 900 object levels can NOT be rolled up and must be shown as 810-999.**

Exceptions: Student Extracurricular Activities Fund (Fund 84) revenue is shown as _84-1XXX and Student Extracurricular Activities Fund (Fund 84) expenditure is shown as _84-7XX-3XXX-XXX. Retirement Fund (Fund 14) expenditure is shown as _14-999-9999-2XX when reported using the undistributed method only.

The Preliminary Budget/TFS Worksheet may be used to "roll-up" expenditures. A sample can be found on METNET in the <School Finance> Folder.

PROJECT REPORTER CODES / BUDGET AMENDMENT EXPENDITURES

Grants: The district must assign a unique three-digit project reporter code to the revenue and expenditure accounts used for each local, state and federal grant. Do not use numbers 910-999, which are reserved for OPI use and assignment. Generally, grants are expenditure-driven. Total revenues should equal total expenditures for each grant. Refer to section 5-0200 of the SAM.

Budget Amendments: OPI assigns a project reporter code to each general fund budget amendment (910-919) used to report budget amendment expenditures. List the budget amendment line item expenditures separately from other line item expenditures using the assigned project reporter code to distinguish them. It is necessary to identify budget amendment expenditures using the assigned project reporter code to ensure budget amendment expenditures are properly reported. If the assigned project reporter code is not used to identify the budget amendment expenditures, it will appear the budget amendment was not spent. Refer to section 3-0500 and 3-0600 Project Reporter Codes in the SAM.

EMPLOYEE BENEFITS

Health Insurance Benefits: DISTRIBUTE and report health insurance benefits to all appropriate funds in all appropriate expenditure programs and functions. DO NOT REPORT HEALTH INSURANCE BENEFITS USING THE UNDISTRIBUTED METHOD.

Workers' Compensation / Payroll Tax Benefits: Report workers' compensation/payroll benefits in all appropriate funds using ONLY one of the following options. IF WORKERS' COMPENSATION BENEFITS WERE PARTIALLY ALLOCATED TO FUNCTIONS THIS YEAR AND PARTIALLY NOT ALLOCATED, USE OPTION A.

Option A: Distributed (Preferred Method)

Add expenditures for health insurance, workers' compensation, and other payroll benefits together for each program and function level (i.e., 1XXX, 21XX, etc.) using object 2XX (Personal Services-Benefits), in the General Fund (Fund 01) Schedule of Revenues, Expenditures and Changes in Fund Balance.

Option B: Undistributed

Enter the combined total of Workers' Compensation expenditures for all functions on the line, "_01 999 9999 2XX-UNDISTRIBUTED EMPLOYEE BENEFITS" in the General Fund (01) Schedule of Revenues, Expenditures and Changes in Fund Balance.

Do not use more than one account.

Retirement Fund (Fund 14): REPORT USING ONLY ONE OF THE OPTIONS BELOW. IF RETIREMENT BENEFITS WERE PARTIALLY ALLOCATED TO FUNCTIONS THIS YEAR AND PARTIALLY NOT ALLOCATED, USE OPTION A.

Option A: Distributed (Preferred Method)

Enter the retirement benefit expenditures for each program and function level (i.e., 1XXX, 21XX, etc.).

Option B: Undistributed

Enter the combined total of retirement benefit expenditures for all functions (except resource transfers) using the following expenditure accounts as necessary:

- _14 999 9999 2XX Employee Benefits
- _14 280 6200 920 Resource Transfers

Do not use any expenditure accounts other than the two listed above.

For the purposes of determining IDEA Maintenance Of Effort (MOE), indirect cost rates, and school statistics, MAEFAIRS will prorate undistributed employee benefits to the corresponding program and function based on the salary amount reported in each program and function for that fund. Undistributed retirement benefits will be distributed based on total salaries reported in each program, function, and project reporter code for all funds of the district.

Miscellaneous Programs Fund (15)

Generally, grants are expenditure driven. Total revenues of each grant should equal total expenditures. Refer to section 5-0200 of the SAM.

Use appropriate project reporter codes for each revenue and expenditure item to identify the grant they represent. On the last page of the Miscellaneous Programs Fund (Fund 15), enter the **Total Current Revenues, Other Financing Sources and Residual Equity Transfers In and the Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out for all project reporter codes**. (These are calculated for MAEFAIRS users.)

Agency Funds / Account Groups

DO NOT INCLUDE Miscellaneous Agency Funds A-E (Funds 90 through 94). Agency funds and Account Groups (Fund 98 and 99) do not have expenditures and revenues when reported in accordance with GAAP. Revenue and expenditures may be used in Agency Funds for management purposes but are not reported on the Trustees Financial Summary.

Blank Schedule of Rev Exp & Changes in Fund Bal

Trustees' Financial Summary-Schedule of Revenues, Expenditures and Changes in Fund Balance

FY20 _____ - 20 _____

District LE # _____ District Name _____

Fund # _____ Fund Name _____

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

PRC	Revenue		2001 Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Current Revenues, Other Financing Sources and Residual Equity Transfers In: _____

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

PRC	Program	Function	Object	2001 Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out: _____

Schedule of Changes Worksheet

Beginning Fund Balance _____ (1)

Total Current Revenues, Other Financing Sources and Residual Equity Transfers In _____ (2)

Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out _____ (3)

Increase/Decrease of Reserve for Inventories

This Year _____ Less Last Year _____ = (4a) _____

Increase/Decrease of Reserve for Encumbrances

This Year _____ Less Last Year _____ = (4b) _____

_____ (4)

Ending Fund Balance (1 + 2 - 3 + 4) _____ (5)

Detail Expenditure Report

This is a **required supplemental report** of specific expenditures. These expenditures cannot be calculated from information provided in the Schedule of Revenues, Expenditures and Changes in Fund Balance as they are 'Rolled Up'. This information is needed by OPI for federal reporting purposes. Report expenditures, including cash expenditures and expenditure accruals plus encumbrances (optional) for all funds, for the specific expenditure line items listed below. **The amounts to report for this form are included in the totals reported on the Schedule of Revenues, Expenditures and Changes in Fund Balance.**

Detail Expenditures/All Funds (Add together the amount for each code listed below from ALL FUNDS and enter in the Detail Expenditure screen.)

Account	Description
XXX 26XX 41X	Energy Utility Services
XXX 4XXX 710	Land
XXX 4XXX 715	Land Improvements
XXX 4XXX 720	Purchase of Existing Buildings
XXX 4XXX 725	Major Construction Services
XXX 4XXX 73X	Major Equipment -- New
XXX 4XXX 74X	Major Equipment -- Replacement
XXX XXXX 561	Tuition to Other School Districts Within the State
XXX XXXX 562	Tuition to Other School Districts Outside the State

To report these expenditures in MAEFAIRS, enter the expenditures screen, select Fund XX in the Fund Code box at the bottom left of the screen. Move to the Program field and enter XXX, tab to the Function field and enter the appropriate numbers or letters, tab to the object field and enter the appropriate numbers, and tab to the amount and enter the amount determined to be correct for each line item that applies to the district. Exit to the main switchboard screen.

Budget Instructions

Checklist for Final Budget Report

The following is a checklist of common problem areas in budgeting for schools. OPI suggests you use it to desk review final budget reports before submission.

*** Most budget problems occurring after mills are levied are caused from the * items.**

MAEFAIRS Paper
 Filers Filers

- | | | |
|--------------|-------|---|
| | | 1. Check Taxable Valuation as entered. |
| * _____ | _____ | a. Taxable Valuation entered on budget matches the amount reported by the county to the Department of Revenue (DoR) the second Monday of July or any revised reports that were submitted to DoR. |
| _____ | _____ | b. Taxable Valuation should seem reasonable. If changes from the prior year are extreme, either up or down, a reason should be available. |
| _____ | _____ | 2. Check non-levy revenues. |
| | | a. Non-levy revenues on the TFS should match Treasurer's report for that fiscal year, adjusted for receivables. |
| <u>N/A</u> | _____ | b. Some non-levy revenues (actual prior year) for the General Fund budget must match the non-levy revenues on the accompanying TFS for the General Fund. |
| * _____ | _____ | c. Non-levy revenues estimated for all funds should look reasonable. |
| | | 3. Check General Fund voted budget amount. |
| * _____ | _____ | a. Voted amount on budget matches <u>amount voted on the ballot</u> . |
| _____ | _____ | b. Voted amount may be greater than amount needed but never less. |
| | | 4. Check General Fund budget amount. |
| <u>N/A</u> | _____ | a. Budgeted amount is within minimum and maximum limitations. |
| * <u>N/A</u> | _____ | b. Voted budget on ballot is adequate for the budget adopted. |
| | | 5. Check reserves. |
| _____ | _____ | a. General Fund operating reserve is within the limitations: 10% of the adopted budget or \$10,000, whichever is greater. Smaller schools may want to identify up to \$10,000 in General Fund operating reserves rather than reappropriate amounts above 10% of adopted budget. |
| * _____ | _____ | b. Determine whether General Fund excess reserves are valid (i.e., can be supported under 20-9-104(5), MCA). |
| * <u>N/A</u> | _____ | c. If General Fund excess reserves are identified on the Gen Fund Limits & Reserves page, Line (III-B), paper filers must include the Excess Reserves Worksheet with the budget. |
| <u>N/A</u> | _____ | d. Transportation Fund operating reserve is within the limitations: 20% of the adopted budget. |
| <u>N/A</u> | _____ | e. Retirement Fund operating reserve is within the limitations: 35% of the adopted budget. |
| | | 6. Check Transportation Fund On-Schedule amounts and budgeted payments. |
| _____ | _____ | a. Line 3210-State On-Schedule Transportation Reimbursement and Line 2220-County On-Schedule Transportation Reimbursement on the budget should be one-half of Line 0005-On-Schedule or one-half of Line 0001-Adopted Budget, whichever is less, unless the mill levy is zero. |

- _____ b. State will pay valid claims up to the lesser of : The total on Line 3210 or 50% of Line 0001-Adopted Budget. The county will pay valid claims up to the lesser of: the total on Line 2220 or 50% of Line 0001-Adopted Budget.
- _____ c. Small districts: Contingency on Lines 0006 may total at least \$100, even if that exceeds 10% of Line 0005-On-Schedule.
- _____ d. Total state and county payment of claims will be made UP TO the total amount on Lines 0005. Be sure this amount is sufficient to cover all valid TR-4 reimbursements and TR-1 bus route reimbursements.
- _____ e. State and county reimbursement only covers 180 school days. Line 0011-Over-Schedule budget should include enough to cover special ed 'extended year' transportation beyond 180 days and any additional costs of special ed transportation that exceed the state and county reimbursements.
- _____ f. Adopted Budget should include cost of the transportation program plus Line 0006-Contingency. (i.e., To claim contingency funding, you need budget authority to spend it.)
- 7. Check Debt Service Fund budget and payment amounts.**
- * _____ a. Types are correct.
- * _____ b. Determine whether 'Issue Date' is accurate.
- * _____ c. Principal, interest and agent fee amounts must accurately represent obligations of the fiscal year.
- * _____ d. Check multiple taxing jurisdictions for correct Taxable Valuation, fund balance distributions and State Block Grant distributions.
- * _____ e. The first year interest and/or principal payment amounts are budgeted in the Debt Service Fund, the **advance for school facilities certification by OPI** may be estimated as revenue to reduce the levied mills.
- 8. Check Special Education reversion calculation on TFS.**
- * _____ a. Determine whether 'allowable costs' are coded correctly on the Trustees' Financial Summary (TFS), including transfers to coops.
- _____ b. If special education directors are not certified, costs of salaries and benefits are not included as allowable costs.
- _____ c. Transfers from coops to districts should be deposited in the Miscellaneous Programs Fund (Fund 15) not the General Fund (Fund 01) and expended totally by 6/30 or returned to the coop.
- 9. Check budget amendment coding.**
- * _____ a. Budget amendment expenditures are coded in the correct fund using OPI-assigned project reporter codes. (910, 911, 912, etc.)
- 10. Check impacts from prior year budget adjustments.**
- * N/A _____ a. If enrollment was overstated (audit report), the ANB adjustment may have reduced the legal budget for the past school year. Use the adjusted General Fund budget in your calculations of the ensuing year budget limitations. (Enrollment UNDER-statements may have required an increase in budget, usually to maintain BASE, but this is not as common.)
- * N/A _____ b. If the voted portion of the General Fund budget was not adequate for the budget adopted, the legal budget may have been reduced for the past year. Use the adjusted General Fund budget in calculations of the ensuing year budget limitations.
- 11. Check accuracy on manual forms (by fund).**
- General Fund (Fund 01)**
- N/A _____ a. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget.
- N/A _____ b. The sum of Line 0970 equals Line TFS48.
- N/A _____ c. Line 1123 equals the estimate from the Dept. of Revenue.

NOTE: The amount prefilled by OPI on the budget appropriately combines the estimates for the old Comprehensive Insurance Fund (if you had one before FY91) in the General Fund estimate.

- N/A _____ d. The sum of Lines 0970 through 9710 plus Line 1110 equals Line 0004.
N/A _____ e. Line 0004 equals Line 0001.

Transportation Fund (Fund 10)

- N/A _____ a. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget.
N/A _____ b. Line 0006 does not exceed 10% of Line 0005.
N/A _____ c. The sum of Lines 0961 and 0970 equals Line TFS48.
N/A _____ d. If there is an amount on Line 0004A, all the following are zero: :Lines 1110, 2220, 3210.
N/A _____ e. Line 0004 equals the sum of Lines 0970, 1110, Estimated Funding Sources (Lines 1123-9710), 2220, and 3210.
N/A _____ f. Line 0004 equals line 0001.

Bus Depreciation Fund (Fund 11)

- N/A _____ a. 'Depreciated Thru Last year' plus 'Amount Depreciated' (this year) does not exceed (150% X 'Original Cost' on the 'Asset Information' list).
N/A _____ b. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget.
N/A _____ c. The sum of Lines 0961 and 0970 equals TFS48.
N/A _____ d. 'Amount Depreciated' does not exceed '20% Limit' in 'Asset Information' list.

Tuition Fund (Fund 13)

- N/A _____ a. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget.
N/A _____ b. Line 0970 equals Line TFS48.
N/A _____ c. Line 0004 equals the sum of Line 0970, Estimated Funding Sources (Lines 1123-9710), and Line 1110.
N/A _____ d. Line 0004 equals Line 0001.

Retirement Fund (Fund 14)

- N/A _____ a. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget.
N/A _____ b. The sum of Lines 0961 and 0970 equals Line TFS48.
N/A _____ c. Line 0004 equals the sum of Line 0970, Estimated Funding Sources (Lines 1123-9710), and Line 2240.
N/A _____ d. Line 0004 equals Line 0001.

Debt Service Fund (Fund 50)

- N/A _____ a. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget for each taxing jurisdiction.
N/A _____ b. The sum of Lines 0961 and 0970 for all Debt Service Fund budget forms combined equals Line TFS48-Fund Balance for Budget of the Debt Service Fund.
N/A _____ c. The sum of budgets on Line 0001 for all taxing jurisdictions is sufficient to cover all debt service obligations of the year.
N/A _____ d. Line 0004 equals the sum of Line 0970, Estimated Funding Sources (Lines 1123-9710), and Line 1110 for each taxing jurisdiction and for all debt service budgets combined.
N/A _____ e. Line 0004 equals Line 0001.

Building Reserve Fund (Fund 61)

- N/A _____ a. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget.
N/A _____ b. The sum of Lines 0961 and 0970 equals Line TFS48.
N/A _____ c. Line 0004 equals the sum of Line 0970, Estimated Funding Sources (Lines 1123-9710), and Line 1110.

- N/A _____ d. Line 0004 equals Line 0001
N/A _____ e. 'Levy Amount' in the 'Voted Reserve Authorities' list does not exceed 'Maximum Levy'.

Non-Operating Fund (Fund 19)

- N/A _____ a. The sum of Lines 0002 and 0003 equals Line 0001-Adopted Budget.
N/A _____ b. The sum of Lines 0961 and 0970 equals Line TFS48.
N/A _____ c. The operating reserve on Line 0961 does not exceed the limit in 20-9-506, MCA.

If you have questions on this checklist, please call Bonnie Maze at (406) 444-3249.

Budget Instructions

FOR ASSISTANCE CALL:

Bonnie Maze	444-3249
Joan Anderson	444-1960
Tal Redpath	444-3024
Kathy Fabiano	444-2562

See School Accounting Manual, section 3-0500 for descriptions of revenue items.

IMPORTANT NOTE: The amount entered for each fund on Line TFS48 of the Budget **MUST EQUAL** the amount on the balance sheet of the Trustees' Financial Summary, Line 48-Fund Balance for Budget (961-970), for that fund. Paper filers: THE BUDGET CANNOT BE PROCESSED if the fund balances do not agree and the budget must be returned to you for correction. Please help avoid unnecessary delays by double-checking these amounts!! MAEFAIRS will automatically prefill these amounts during data entry.

District Taxable Valuation

Taxable Valuation: Enter the current year taxable valuation for the 2nd Monday in July, as certified to the district by your assessor. (MCA 15-10-202)

District Mill Value = Taxable Valuation X 0.001 = _____

For Joint Districts Only: Enter the ANB and taxable valuation for each county in the joint district. Enter the 2-digit OPI county code beside the taxable valuation of that county.

Certification: All approval agents must sign before the budget is considered final.

Budget Summary

COMPLETE THIS SUMMARY AFTER COMPLETING ALL INDIVIDUAL FUND BUDGETS.

Adopted Budget Column [B]

For each fund, enter the amount from Line 0001 for each budget on pages 5 through 15.

NOTE: In the Debt Service Fund (Fund 50), enter the information for each taxing jurisdiction (i.e., each area that pays separately for a bond or SID). The blank form lists each taxing jurisdiction shown on the prior year's budget form. New taxing jurisdictions may be added each year.

Total Reserves (961-966) Column [C]

Enter the sum of reserves 961, 963, and 964 for the General Fund and for 961 for other funds. General Fund reserves are shown on the Gen Fund Limits & Reserves page, Lines (III-A) and (III-B). Other funds' reserves are shown on the individual fund budget pages, Line 0961-Operating Reserve.

% of Adopted Budget Reserved Column [E]

Divide Column [C] by Column [B] and multiply by 100. (i.e., Enter 10% as 10.00.) In the General Fund, excess reserves may cause the percentage of reserves to exceed 10%.

Unreserved Fund Balance Reappropriated (970) Column [F]

Enter the amount of fund balance reappropriated for each fund. For the General Fund, enter Line (III-C) from the Gen Fund Limits & Reserves page. For other funds enter Line 0970-Unreserved Fund Balance Reappropriated from the individual fund budget pages.

Other Revenue Column [G]

Enter the total funding sources other than Line 1110-District Tax Levies and Line 0970-Unreserved Fund Balance Reappropriated used to fund the budgets.

General Fund -- enter the sum of Lines 3110, 3115, 3120 and 1123 through 9710 from the Gen Fund Budget page.

Transportation Fund -- enter the sum of Estimated Funding Sources (Lines 1123-9710) and Lines 2220 and 3210.

Retirement Fund -- enter the sum of Estimated Funding Sources (Lines 1510-9710) and Line 2240-County Retirement Distribution.

All other funds -- enter the sum of Estimated Funding Sources (Lines 1123-9710).

District Property Tax Requirements Column [H]

Enter Column [B] minus Column [F] minus Column [G]. If less than zero, enter zero. This should equal the total of Line 1110-District Tax Levy on each individual budget page.

District Mill Levies Column [I]

District Property Tax Requirements (Column H) divided by [Taxable Valuation multiplied by 1000].

TOTAL OF ALL FUNDS

Enter the total of each column for all funds. (Calculated by MAEFAIRS.)

NOTE: If revenues exceed adopted budget, totals will not balance. The difference will be the amount of excess revenues on Line 0004a-Estimated Revenues Exceeding Adopted Budget of the Gen Fund Budget page.

Gen Fund Limits & Reserves (Parts I-III)

NOTE:

?? ELEMENTARY AND HIGH SCHOOL DISTRICTS -- Complete the Gen Fund Limits & Reserves pages and the Gen Fund Worksheet.

?? K-12 DISTRICTS -- Complete the Gen Fund Limits & Reserves pages and the Gen Fund Worksheet as well as the K-12 BASE Ratios page.

PREFILLED INFORMATION: Check the prefilled information on Lines (I-A) through (II-K) of the Gen Fund Limits & Reserves page. Use the FY02 Gen Fund Overview/Worksheets found on METNET in the <School Finance> folder to double check the prefilled information. Contact OPI (444-4401) if any prefilled information is incorrect.

PART I. Certified Budget Data--MAEFAIRS prefills Lines (I-A) through (I-F).

Preliminary budget data was mailed to all districts in March and subsequent updates were sent as necessary to document changes after March 1. If you notified OPI about an error in your preliminary budget data, the error should have been corrected and the change(s) reflected in the final budget data shown here. Budget data provided in this section is certified by the OPI; districts must use these certified amounts to complete the Final Budget Report.

PART II. General Fund Budget Limits--This part has calculated a district's minimum/maximum budget limits and requires voted budget amount information input.

Prior Year Budget Data -- The amounts on (II-A) through (II-E) came directly from, or were calculated from, the district's final budget for the prior year as submitted to and accepted by OPI. The district has been notified if ANB changes due to audits have caused these amounts to be recalculated.

Current Year Budget Data -- MAEFAIRS prefills II-F through II-K.

II-L. Amount Approved on Ballot by Voters -- Enter the amount submitted to and approved by voters, if any. Enter ONLY THE PORTION VOTED, not the entire adopted budget.

II-M. Adopted Budget -- Enter the district's General Fund budget as adopted by the district trustees. The adopted budget must be within the limits calculated in Part II.

PART III. General Fund Balance For Budget As Of June 30 -- This section is used to report how much of the district's spendable General Fund balance as of the most recent year's end is being reappropriated to fund the ensuing year's budget, and how much is being reserved, or set aside, for other purposes. The total of amounts entered on (III-A) through (III-C) must equal the amount entered on (III-D).

III-A. Operating Reserve (961) -- The maximum General Fund Operating Reserve allowed by law is 10% of the ensuing year's adopted budget (II-M) or \$10,000, whichever is greater.

III-B. Excess Reserves -- If General Fund Reserves exceed 10% of the adopted budget (or \$10,000, if greater), the excess must be identified as one or more of the following:

(III-B1) Reserve for Unused Protested/Delinquent Taxes (963)

(III-B2) Reserve for Tax Audit Receipts (964)

To reserve excess funds in these accounts, the Operating Reserve (961) must be the maximum amount allowed. **PAPER FILERS: If reporting excess reserves, complete a 'Schedule of Changes in Excess Reserves' form and return a signed copy of the form to OPI.**

III-C. Unreserved Fund Balance (970) -- Equals the difference between the amount on (III-D) and the sum of (III-A) and (III-B). The amount reported as Unreserved Fund Balance (970) is separated into:

(III-C1) Prior Year Excess Reserves Reappropriated (Over-BASE Only) (970a) -- Enter the unexpended amount of excess reserves reported at prior fiscal year end (i.e., reported on the prior year's final budget form, Gen Fund Limits & Reserves page) that will be used to fund the ensuing year's over-BASE budget.

(III-C2) Remaining Fund Balance Available (970b) -- Enter the difference between the amount on (III-C) and the amount on (III-C1).

III-D. TOTAL GENERAL FUND BALANCE FOR BUDGET (TFS48) -- The amount reported on (III-D) MUST EQUAL the amount reported on Line 48-Fund Balance for Budget (961-970) on the Balance Sheet of the accompanying Trustees' Financial Summary (TFS), unless Line 48 is negative. If TFS Line 48 is negative, enter zero.

K-12 BASE Ratios Page (Part IV.)

PART IV. District GTB Subsidy Worksheet for K-12 Districts -- To be completed by K-12 districts only. If the district is not a K-12 district, Part IV will not appear on the district budget form. Go to Part V.

(IV-A) through (IV-G) are prefilled by OPI. This section shows the 'Subsidized BASE Ratio,' which is the percentage of the K-12 BASE that will be funded with elementary Guaranteed Tax Base (GTB) subsidies and high school GTB subsidies.

Gen Fund Worksheet (Part V.)

PART V. General Fund Worksheet

General Fund Budget:

V-A. **Adopted General Fund Budget** -- Enter the amount from (II-M) of the Gen Fund Limits & Reserves Page.

(V-A1) **BASE Budget Limit** -- Enter the BASE budget amount from (II-G) of the Gen Fund Limits & Reserves page.

(V-A2) **Over-BASE Budget** -- If (V-A) exceeds (V-A1), subtract (V-A1) from (V-A) and enter the difference.

Funding The BASE Budget:

V-B. **Direct State Aid** -- Prefilled by OPI. Amount shown is the sum of (I-A) and (I-B).

(V-B1) **Direct State Aid Paid By State** -- Calculated by OPI and pre-filled. Equals (I-A).

(V-B2) **Direct State Aid Paid By Non-Isolated District** -- Prefilled by OPI. Equals (I-B).

V-C. **Special Education Allowable Cost Payment** -- Prefilled by OPI. Equals (I-C).

V-D. **Remaining Fund Balance Available** -- Equals (III-C2).

V-E. **Non-levy Revenue:**

(V-E1) **Actual Non-levy Revenue** -- Total of Lines 1130-3302 from Gen Fund Budget page. This amount is the actual receipt shown on the Trustees' Financial Summary (TFS) for the revenue codes listed.

(V-E2) **Anticipated Non-levy Revenue** -- Total of Lines 1123-4800 of the Gen Fund Budget page.

V-F. **Other Anticipated Revenue** -- (V-F) Total Other Non-levy Revenue Lines 1117-9710 from the Gen Fund Budget page.

V-G. **BASE Levy Requirements** -- BASE Budget (V-A1) minus the sum of (V-B) through (V-F). (V-G) is funded by Guaranteed Tax Base (GTB) subsidy (if eligible) and district tax levies. If less than zero, enter zero.

G1. Guaranteed Tax Base Aid:

Elementary and High School Districts use this calculation:

- a. District Taxable Valuation (1a) _____
- b. District Mill Value [(1a) X 0.001] (1b) _____
- c. District GTB Subsidy Per Mill (I-E) or (I-F) (Gen Fund Limits & Reserves page)(1c) _____
- d. Adjusted Mill Value for BASE Levy (1b) + (1c) (1d) _____
- e. Unfunded BASE (V-G) (Gen Fund Worksheet page) (1e) _____
- f. BASE MILLS REQUIRED (1e) divided by (1d) (Round to nearest XX.XX) (1f) _____

G1. Guaranteed Tax Base Aid (1c) X (1f) (V-G1) _____

Existing & transitioning K-12 Districts use this calculation:

- a. District Taxable Valuation (1a) _____
- b. District Mill Value [(1a) X 0.001] (1b) _____
- c1. District Elem GTB Subsidy Per Mill (I-E) (Gen Fund Limits & Reserves page) (1c1) _____
- c2. District HS GTB Subsidy Per Mill (I-F) (Gen Fund Limits & Reserves page) (1c2) _____
- d1. Adjusted Mill Value for Elem BASE Levy (1b) + (1c1) (1d1) _____
- d2. Adjusted Mill Value for HS BASE Levy (1b) + (1c2) (1d2) _____
- e1. Unfunded BASE for Elem (V-G) X (IV-J Elem) (K-12 BASE Ratios page) (1e1) _____
- e2. Unfunded BASE for HS (V-G) X (IV-J HS) (K-12 BASE Ratios page) (1e2) _____
- f1. BASE MILLS REQUIRED FOR ELEM -- (1e1) divided by (1d1)
(Round to nearest XX.XX) (1f1) _____
- f2. BASE MILLS REQUIRED FOR HS -- (1e2) divided by (1d2)
(Round to nearest XX.XX) (1f2) _____

G1. Guaranteed Tax Base Aid [(1c1) X (1f1)] + [(1c2) X (1f2)] (V-G1) _____

G2. District Property Tax Levy to Fund BASE (BASE Levy) -- Subtract Guaranteed Tax Base Aid (V-G1) from (V-G). This should be approximately equal to (Taxable Valuation X .001) X BASE Mills.

To check this amount:

?? For Elementary and High School districts: Multiply (1b) times (1f). This amount should be within a few dollars of (V-G2). Rounding of mills to XX.XX will cause some difference.

?? For K-12 districts: Multiply (1b) x [(1f1)+(1f2)]. This amount should be within a few dollars of line (V-G2). Rounding of mills to XX.XX will cause some difference.

V-H. Subtotal of BASE Budget Revenue -- Enter the sum of (V-B) through (V-G). This amount must equal or exceed the amount on (V-A1).

Funding The Over-BASE Budget:

V-I. Fund Balance & Non-Levy Revenue Available To Fund Over-BASE -- If (V-H) exceeds Line (V-A1), subtract Line (V-A1) from (V-H) and enter the difference.

V-J. Prior Year Excess Reserves Reappropriated (Over-BASE Only) -- Enter the amount from (III-C1) from the Gen Fund Limits & Reserves page.

V-K. District Property Tax Levy To Fund Over-BASE Budget (Over-BASE Levy) -- Subtract the sum of Lines (V-I) and (V-J) from (V-A2).

NOTE: If the result is negative and BASE mills are zero, enter zero. This amount is comprised of estimated revenue that exceeds the amount needed to fund the adopted budget. Enter this as a positive amount on the Line 0004a-Estimated Revenues Exceeding Adopted Budget on the bottom of the Gen Fund Budget page.

- V-L. **Subtotal of Over-BASE Revenue** - Enter the sum of (V-I) through (V-K). This amount must equal or exceed the amount on (V-A2). If this amount is greater than (V-A2), this excess in estimated revenues should be entered on the Line 0004a - Estimated Revenues Exceeding Adopted Budget on the bottom of the Gen Fund Budget page.

Mill Levies:

District General Fund Mill Levies -- Calculate (V-M) through (V-P) as follows using amount from individual fund budget pages.

- V-M. **District Non-Isolated Mills** -- Divide (V-B2) by the district taxable valuation times 0.001.
- V-N. **BASE Mills-Elementary** -- Enter Line (V-G1f) from these instructions, OR enter [(V-G2) divided by taxable valuation times 0.001].
BASE Mills-K-12 Schools -- Enter (V-G1f1) from these instructions.
- V-O. **BASE Mills-High Schools** -- Enter Line (V-G1f) from these instructions, OR enter [(V-G2) divided by (Taxable Valuation times 0.001)].
BASE Mills-K-12 Schools -- Enter Line (V-G1f2) from these instructions.
- V-P. **Over-BASE Mills** -- Divide (V-K) by the district mill value, which is (V-G1b) in these instructions or taxable valuation times 0.001. Round to the nearest XX.XX mills.
- V-Q. **Total General Fund Mills** -- Enter sum of (V-M) plus (V-N) or (V-O) plus (V-P).
K-12s: Enter sum of (V-M) plus (V-N) plus (V-O) plus (V-P).

Excess Reserves Worksheet

SCHEDULE OF CHANGES IN EXCESS RESERVES GENERAL FUND FOR THE FISCAL YEAR ENDED JUNE 30, 20_____

PAPER FILERS must submit this form with the final budget form to certify the amount in excess reserves at the end of this year (noted on the ensuing year's budget) is supported by documentation proving the validity of the reserves. **Retain supporting documentation for audit purposes.**

Beginning Excess Reserves Balance (6/30 last year) as reported on last year's Final Budget (Old MAEFAIRS) page 3 or the Gen Fund Limits & Reserves page (New MAEFAIRS), Lines (III-B1), and (III-B2).

(a) \$_____

PLUS: Collections that were added this year to excess reserve accounts
Reserve for Protested/Delinquent Taxes (963),
AND
Reserve for Tax Audit Receipts (964)
coded on TFS as revenue 1117, 1118 and 1190.

(b) \$_____

MINUS: Expenditures during year for budget amendments
20-9-161(5), MCA

(c) \$_____

MINUS: Excess Reserves reappropriated to Fund the Over-BASE
budget for ensuing year

(d) \$_____

Ending Excess Reserves Balance [(a) + (b) - (c) - (d)]

(e) \$_____*

* The total fund balance for Excess Reserves reported on the ensuing year's Gen Fund Limits & Reserves page, Lines (III-B1) and (III-B2) **may not exceed** Line (e) above.

CERTIFICATION

I certify the above information is correct and that fiscal records maintained at the district and the county will support amounts reported above.

Board of Trustees, Chair

Date

District Clerk

Date

District Name: _____ County _____ District LE#: _____

Funds

General Fund (Fund 01)

0001 Adopted Budget -- Enter the amount from the Gen Fund Limits & Reserves page, Line (II-M).

Budget Uses -- The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

0002 Expenditure Budget -- This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001-Adopted Budget amount.

0003 Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Estimated Funding Sources (Lines 0970-3120)

0970 Unreserved Fund Balance Reappropriated -- Enter the amount from Gen Fund Limits & Reserves page, Line (III-C). Equals Line TFS48 minus Lines 0961, 0963, and 0964.

3110 Direct State Aid -- Prefilled at OPI.

3115 State Special Education Allowable Cost Payment to Districts -- Prefilled at OPI. Enter the amount from Gen Fund Worksheet page, Line (V-G1).

3120 State Guaranteed Tax Base Aid -- Prefilled at OPI.

Actual Non-Levy Revenue

These are revenues that the law requires to be anticipated on the budget using the prior year actual receipts. Enter the amount of revenues reported on the Trustees' Financial Summary (TFS) for each revenue source.

NOTE: The Comprehensive Insurance Fund closed in FY 1990-91 to the General Fund, so subsequent receipts of that fund are currently closed into the General Fund.

The total of lines 1130 through 3302 must agree to the amount entered on the Gen Fund Worksheet page, Line (V-E1).

Anticipated Non-Levy Revenue

These are revenues the law requires to be anticipated on the budget using the best information available.

3444 State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees

AND

100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts-State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

The total of Lines 1123 through 4800 must agree to the amount entered on the Gen Fund Worksheet page, Line (V-E2).

Other Non-Levy Revenue

These are revenues the district may anticipate. These sources are rarely anticipated and it is not recommended to anticipate them. Types of revenue the district might want to list here include:

9100 Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;

AND

9710 Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.

The total of Lines 1117 through 9710 must agree to the amount reported on the Gen Fund Worksheet, Line (V-F).

Levies

1110(a) Mandatory Non-isolated Levy -- This levy applies only to elementary districts with fewer than 10 ANB (for two or more consecutive years) that do not meet criteria for isolation status. Enter the amount from the Gen Fund Limits & Reserves page, Line (I-B). Prefilled at OPI.

1110(b) BASE Levy -- Enter the amount from the Gen Fund Worksheet page, Line (V-G2).

1110(c) Over-BASE Levy -- Enter the amount from the Gen Fund Worksheet page, Line (V-K).

1110 District Tax Levy -- Enter the sum of 1110(a), 1110(b) and 1110(c). (Calculated by MAEFAIRS.)

0004 Total Estimated Revenues to Fund Adopted Budget -- Enter the sum of Estimated Funding Sources (Lines 0970-3120) plus Actual Non-Levy Revenue (Lines 1130-3302) plus Anticipated Non-Levy Revenue (Lines 1123-4800) plus Other Non-Levy Revenue (Lines 1117-9710) plus Line 1110-District Tax Levy.

0004a Estimated Revenues Exceeding Adopted Budget -- If the amount of total estimated revenues to fund the adopted budget exceeds Line 0001-Adopted Budget **AND** Line 1110-District Tax Levy is zero, then reduce Line 0004 to equal Line 0001 and report the excess revenue here.

NOTE: If Estimated Funding Sources (Lines 0970-3120) and revenues [Actual Non-levy Revenue (Lines 1130-3302); Anticipated Non-levy Revenue (Lines 1123-4800); and Other Non-levy Revenue (Lines 1117-9710)] do not exceed Line 0001-Adopted Budget, this line will be zero.

See the 'Checklist for Final Budget Report'

Transportation Fund (Fund 10)

General Information: This fund may budget the 'On-Schedule' costs of bus routes and individual contracts and any 'Over-Schedule' amounts of operating the transportation program. 'On-Schedule' costs are amounts reimbursable by the state and county twice a year in March and June. The state and county each pay up to 50% of 'On-Schedule' costs. 'Over-Schedule' costs are a district responsibility. A reserve of up to 20% of the next year's budget is authorized. The unreserved fund balance for reappropriation and other estimated revenues must be used first to lower the district levy. Remaining amounts must be used next to lower the county's share of 'On-Schedule' funding. Lastly, the remainder is used to lower the state's share of 'On-Schedule' funding.

Contingency items of 10% or \$100, whichever is greater, may be budgeted. If \$100 is greater than 10%, total regular contingency plus special education contingency cannot exceed \$100. On-Schedule funding for the

contingency budget can be paid only if additional contracts, bus routes, or bus route extensions are established after the budget is set for students who become eligible transportees after the beginning of the year. Adopt a budget that adds the contingency amount to the amount needed to run the transportation program.

Total days reimbursed cannot exceed 180 for the year. Only routes approved by the county transportation committee will be reimbursed. Summer routes are not reimbursed.

State funding is paid based on semi-annual claims to OPI. The state will pay the lesser of Line 3210-State On-Schedule Transportation Reimbursement or 1/2 of the fund budget.

0001 Adopted Budget -- Enter the amount of the Transportation Fund (Fund 10) budget adopted by the Board of Trustees for the ensuing year. Be sure to adopt a budget that allows for contingency.

Example of budgeting to include contingency: Need \$15,000 to fund expenditures for transporting students. Estimated On-Schedule is \$8500, and the remainder will come from local levies and non-levy. The district can budget a contingency amount of 10%, or $\$8500 \times 0.10 = \850 . Add the contingency to the spending estimate to calculate the budget: $\$15,000 + \$850 = \$15,850 = \text{Adopted Budget}$.

Budget Uses The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

0002 Expenditure Budget -- This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001-Adopted Budget amount.

0003 Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Transportation Schedule Data

0005 On-Schedule -- Enter the sum of estimated individual transportation contract reimbursements (daily contract rates X number of days transported) plus the sum of estimated bus route reimbursements (bus mileage rate X miles X 180 days to be transported). Include 'special ed' and 'regular ed' transportation here.

NOTE: Total days may not exceed 180 for the year. Summer routes are not reimbursed.

0006 Contingency -- Enter up to 10% of Line 0005-On-Schedule, or \$100, whichever is more. This amount may be claimed as On-Schedule reimbursement for new contracts and bus route extensions occurring after the budget is adopted.

0011 Over-Schedule -- Subtract the sum of Lines 0005-On-Schedule and Line 0006-Contingency from Line 0001-Adopted Budget. This is the district's local responsibility.

Fund Balance For Budget -- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

TFS48 Enter the amount of the Transportation Fund balance from Line 48-Fund Balance for Budget (961-970) of the Balance Sheet of the accompanying Trustees' Financial Summary, unless that amount is negative. If Line 48 on the Balance Sheet is negative, enter zero. (Calculated by MAEFAIRS.)

- 0961** Operating Reserve -- Designate the amount of fund balance reserved for operations, up to 20% of the adopted transportation fund budget on Line 0001-Adopted Budget.
- 0970** Unreserved Fund Balance Reappropriated -- Enter the amount of fund balance reappropriated to fund the ensuing year's budget. Equals Line TFS48-Fund Balance for Budget (961-970) minus Line 0961-Operating Reserve.

Estimated Funding Sources (Lines 1123-9710) -- Enter the amount estimated to be received from each revenue source listed.

- 3444** State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts-State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

- 9100** Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;
AND
9710 Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.

Reimbursements

The state and county reimbursements are each half of the On-Schedule amount (‘Preliminary ’ below), except that any amount of unreserved fund balance reappropriated and non-levy revenue that is left after lowering district levies to zero would be used to lower the half of On-Schedule to be paid by the county. If the county's portion is lowered to zero, any remaining amount available would be used to lower the state portion.

Calculate the PRELIMINARY STATE AND COUNTY REIMBURSEMENT:

Preliminary County Reimbursement = 50% of the sum of Lines 0005 and 0006	= _____
Preliminary State Reimbursement = 50% of the sum of Lines 0005 through 0006	= _____

2220 County On-Schedule Transportation Reimbursement

- ?? If [Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) minus Line 0011-Over-Schedule] is **positive**, enter [Preliminary County Reimbursement minus Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) minus Line 0011-Over-Schedule].
- ?? If [Line 0970-Unreserved Fund Balance Reappropriated plus Preliminary Funding Sources (from above) minus Line 0011-Over-Schedule is **less than or equal to zero**, enter Preliminary County Reimbursement. If less than zero, enter zero.

3210 State On-Schedule Transportation Reimbursement

- ?? If [Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) minus Line 0011-Over-Schedule minus Preliminary County Reimbursement] is **positive**, enter [Preliminary State Reimbursement minus Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) minus Line 0011-Over-Schedule minus Preliminary County Reimbursement.)]

?? If [Line 0970-Unreserved Fund Balance Reappropriated) plus Estimated Funding Sources (Lines 1123-9710) minus Line 0011-Over-Schedule minus Preliminary County Reimbursement] is **negative** , enter Preliminary State Reimbursement. If less than zero, enter zero.

1110 District Tax Levy -- Calculate the District Tax Levy requirement: Line 0001-Adopted Budget minus Line 0970-Unreserved Fund Balance Reappropriated minus Line 2220-County On-Schedule Transportation Reimbursement minus Line 3210-State On-Schedule Transportation Reimbursement minus Estimated Funding Sources (Lines 1123-9710). If less than zero, enter zero. (Calculated by MAEFAIRS)

999 District Mills -- Divide the Line 1110-District Tax Levy mill requirement by (Taxable Valuation times 0.001). Round to nearest XX.XX. (Calculated by MAEFAIRS)

0004 Total Estimated Revenues to Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Reimbursements (Lines 2220 and 3210) plus Line 1110-District Tax Levy.

0004a Estimated Revenues Exceeding Adopted Budget -- If the amount of total estimated revenues to fund the adopted budget exceeds Line 0001-Adopted Budget **AND** Line 1110-District Tax Levy, Line 2220-County On-Schedule Transportation Reimbursement and Line 3210-State On-Schedule Transportation Reimbursement are all zero, then reduce the amount of Line 0004-Total Estimated Revenues to Fund Adopted Budget to equal Line 0001-Adopted Budget and report the excess revenue on Line 0004a. If revenues do not exceed Line 0001-Adopted Budget, this line will equal zero.

NOTE: Line 1110-District Tax Levy, Line 2220-County On-Schedule Trans Reimb, and Line 3210-State On-Schedule Trans Reimb must all be zero before an amount can appear on Line 0004a -Estimated Revenues Exceeding Adopted Budget.

See the 'Checklist for Final Budget Report'.

Bus Depreciation Fund (Fund 11)

General Information: This fund is used to levy for the accumulation of resources to fund the following allowable uses: 1) Replace, remodel or convert yellow school buses and activities/athletics buses owned by the district; 2) Replace two-way radios used in the transportation program; 3) Purchase additional yellow school buses to be used on bus routes; and 4) Purchase and install video cameras for security on buses. Buses owned by the school and operated for routes or athletics/activities may be 'depreciated.' This fund cannot be used for vehicles that are not yellow buses.

The fund may levy up to 20% of each asset's original cost each year and up to 150% of the asset's cost over the years depreciated. There is no limit on the number of year's used to depreciate the asset 150%, but 8 (7.5) years is a minimum.

The levy requirement may be, but is not required to be, lowered using estimated revenues.

Generally, the budget should include the balance accumulated in the fund, plus amounts estimated to be levied and received in the budget year.

Complete the 'Setup Asset' information before completing the Bus Depreciation Fund budget. MAEFAIRS will print this information with the fund report.

Setup Bus Asset:

MAEFAIRS stores information about each bus and radio previously reported and calculates the levy limit for the budget year. Indicate any new bus or radio purchase here. Enter the amount to be depreciated, up to the limit shown.

Fiscal Year of Purchase (FYOP):	Fiscal year the bus or radio was purchased (i.e., 2001 means FY 2000-01).
Cost To District:	Original cost to the district of the bus or radio.
Identifying Description:	Unique description of the bus or two-way radio.
Asset has been sold or disposed of	Check the box if Yes.

Enter Bus Asset Depreciation:

Maximum Levy Amount	'Cost to District' for this asset times 20% (0.20). This is the maximum allowed for depreciation this year.
Levy Amount	Enter the amount to be depreciated this year. This year's levy may not exceed the '20% Limit'. This amount will be levied (and/or collected through receipt of non-levy revenues) in this budget year. It must not exceed 150% times the bus' or radio's 'Cost To District'.
Total Depreciated	Recalculates when the 'Levy Amount' is entered showing total amount depreciated to date for the asset.

NOTE: Entering a 'Levy amount' less than the 20% Limit lowers the amount depreciated during the budget year (i.e., less than 20% for this year toward the 150% depreciation limit).

District options are to levy up to the total 'Levy amount' up to the '20% Limit' or use estimated non-levy revenues to lower the amount of the tax levy.

~~Use non-levy revenue to reduce the levy amount~~ -- the adopted budget equals the total 'Levy amount' LESS the estimated non-levy revenues plus Line 0970-Unreserved Fund Balance Reappropriated.

NOTE: This option applies the collection of non-levy revenues to REDUCE the 'Levy amount' from the 'Asset Information' list toward the '20% Limit' per year and 150% total asset depreciation limitation.

~~Use non-levy revenue to add budget authority and not reduce the levy amount~~ -- the adopted budget will include the total 'Levy amount' PLUS the estimated non-levy revenues plus Line 0970-Unreserved Fund Balance Reappropriated.

NOTE: This option applies only the total 'Levy amount' from the 'Asset Information' list toward the '20% Limit' per year and 150% total asset depreciation limitation.

0001 Adopted Budget – (Calculated by MAEFAIRS.) The amount of the Bus Depreciation Fund (Fund 11)**Error! Bookmark not defined.** budget adopted by the Board of Trustees.

The adopted budget equals the sum of:

- a) Total 'Levy amount' from the 'Asset Information' list
 - b) Line 0970-Unreserved Fund Balance Reappropriated
 - c) Line 9100-Other Revenue
 - d) Line 9710-Residual Equity Transfers In [i.e., planned transfers-in from other budgeted funds]
- AND**
- If you checked 'Use non-levy revenue to add budget authority and not reduce the levy amount'
- e) Estimated Funding Sources (Lines 1123-3460).

If you checked 'Use non-levy revenue to reduce the levy amount,' the Estimated Funding Sources (Lines 1123-3460) will be used to replace and lower the amount the district will otherwise levy to cover the total 'Levy amount' from the Asset Information list.

Budget Uses The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

0002 Expenditure Budget -- This field will equal Line 0001 -Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance. (Calculated by MAEFAIRS.)

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001 -Adopted Budget amount.

0003 Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Fund Balance For Budget- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

TFS48 Enter the amount of the Bus Depreciation Fund balance from Line 48-Fund Balance for Budget (961-970) of the Balance Sheet of the accompanying Trustees' Financial Summary, unless that amount is negative. If Line 48 on the Balance Sheet is negative, enter zero. (Calculated by MAEFAIRS.)

0961 Operating Reserve -- Designate the amount of any fund balance reserved for operations. There is no legal percentage limit on this reserve, but the district can only reserve an amount up to the fund balance on TFS48. Usually, districts enter zero here and reappropriate the entire fund balance on Line 0970.

0970 Unreserved Fund Balance Reappropriated -- Enter the amount of fund balance reappropriated to fund the ensuing year's budget. Equals Line TFS48 minus Line 0961. OPI recommends reappropriating total fund balance by entering it here so it will be in the budget in case the district needs to replace a bus. (Calculated by MAEFAIRS.)

Estimated Funding Sources (Lines 1123-9710) -- Enter the amount estimated to be received from each revenue source listed.

3444 State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts - State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

9100 Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;

AND

9710 Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.

1110 District Tax Levy -- Refer to the 'Asset Information' list previously completed.

?? If you checked 'Use non-levy revenue to add budget authority and not reduce the levy amount', then enter the total 'Levy Amount' from the 'Asset Information' list.

?? If you checked 'Use non-levy revenue to reduce the levy amount', then enter the total 'Levy amount' from the 'Asset Information' list MINUS the total of Lines 1123-3460.

- 999** District Mills -- Divide the Line 1110-District Tax Levy mill requirement by (Taxable Valuation times 0.001). Round to nearest XX.XX. (Calculated by MAEFAIRS)
- 0004** Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Line 1110-District Tax Levy.

See the 'Checklist for Final Budget Report'.

Tuition Fund (Fund 13)

General Information: This fund is used to pay tuition costs. The tuition fund does not have a reserve. The budget should include tuition the district must pay during the ensuing year for resident students who attended in other school districts the prior school year.

- 0001** Adopted Budget -- Enter the amount of the Tuition Fund (Fund 13) budget adopted by the Board of Trustees. The adopted budget should be the total amount needed to pay tuition in the budget year, based on approved attendance agreements for attendance in the previous school year. (i.e., Tuition for attendance during school year 2001-02 should be budgeted and paid during FY 2002-03.)

Budget Uses The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

- 0002** Expenditure Budget -- This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001-Adopted Budget amount.

- 0003** Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Fund Balance For Budget -- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

- TFS48** Enter the amount of the Tuition Fund balance from Line 48-Fund Balance for Budget (961-970) of the Balance Sheet of the accompanying Trustees' Financial Summary, unless that amount is negative. If Line 48 on the Balance Sheet is negative, enter zero. (Calculated by MAEFAIRS.)

- 0970** Unreserved Fund Balance Reappropriated -- Enter the amount from Line TFS48. (Calculated by MAEFAIRS.)

Estimated Funding Sources (Lines 1123-9710) -- Enter the amount estimated to be received from each revenue source listed.

- 3444** State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts-State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

- 9100** Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;
AND
- 9710** Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.
- 1110** District Tax Levy -- Calculate the District Tax Levy requirement: Line 0001-Adopted Budget minus Line 0970-Unreserved Fund Balance Reappropriated minus Estimated Funding Sources (Lines 1123-9710).
- 999** District Mills -- Divide the Line 1110-District Tax Levy mill requirement by (Taxable Valuation times 0.001). Round to nearest XX.XX. (Calculated by MAEFAIRS)
- 0004** Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Line 1110-District Tax Levy.
- 0004a** Estimated Revenues Exceeding Adopted Budget -- If the amount of total estimated revenues to fund the adopted budget exceeds Line 0001-Adopted Budget **AND** Line 1110-District Tax Levy is zero, then reduce the amount on Line 0004 to equal Line 0001. Enter the difference on Line 0004A. This is the amount of revenue that will be raised but is not needed to support the budget. If revenues do not exceed the adopted budget, this line will equal zero.

NOTE: Line 1110-District Tax Levy must be zero before an amount can appear on this line.

See the 'Checklist for Final Budget Report'.

Retirement Fund (Fund 14)

General Information: This fund is used to pay the employer contributions to the Teachers' Retirement System, Public Employees' Retirement System, unemployment insurance, and social security. The Fund cannot be used to pay retirement incentives. It is funded by a countywide retirement levy. An operating reserve of up to 35% of the ensuing year's budget is permitted.

- 0001** Adopted Budget -- Enter the amount of the Retirement Fund (Fund 14) budget adopted by the Board of Trustees. This amount is the estimated payment for the employer's contributions to the Teachers' Retirement System, Public Employees' Retirement System, unemployment insurance, and social security. The estimate may include amounts for contingency to cover unanticipated obligations that occur after the budget is adopted, such as hiring new employees and aides.

Budget Uses -- The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

- 0002** Expenditure Budget -- This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001-Adopted Budget amount.

- 0003** Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.),

enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Fund Balance For Budget- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

TFS48 Enter the amount of the Retirement Fund balance for budget from Line 48-Fund Balance for Budget (961 - 970) of the Balance Sheet of the accompanying Trustees' Financial Summary, unless that amount is negative. If Line 48 on the Balance Sheet is negative, enter zero. (Calculated by MAEFAIRS.)

NOTE: To recover from a negative balance, add the negative balance to the amount to be adopted as a budget.)

0961 Operating Reserve -- Designate the amount of fund balance to be reserved for operations, up to 35% of the adopted retirement fund budget on Line 0001.

0970 Unreserved Fund Balance Reappropriated -- Enter the amount of fund balance reappropriated to fund the ensuing year's budget. Must equal TFS48 minus Line 0961-Operating Reserve.

Estimated Funding Sources (1510-9710) -- Enter the amount estimated to be received by the district from investment earnings and other sources.

9100 Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;

AND

9710 Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.

2240 County Retirement Distribution -- Calculated: Line 0001-Adopted Budget minus the sum of [Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1510-9710)]

0004 Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1510-9710) plus Line 2240-County Retirement Distribution.

0004a Estimated Revenues Exceed Adopted Budget -- If the amount of total estimated revenues to fund the adopted budget exceeds Line 0001-Adopted Budget **AND** Line 2240-County Retirement Distribution is zero, then reduce the amount on Line 0004 to equal Line 0001. Enter the difference on Line 0004A. This is the amount of revenue that will be raised but is not needed to support the budget. If revenues do not exceed the adopted budget, this line will equal zero.

NOTE: Line 2240-County Retirement Distribution must be zero before an amount can appear on this line.

See the 'Checklist for Final Budget Report'.

Adult Education Fund (Fund 17)

General Information: Whenever a district operates an adult education program, this fund must be used. Taxes levied for support of the fund and student fees for adult education are deposited in this fund.

The adult education mill levy is limited by 20-7-705, MCA as follows:

- ?? Up to 1.1 mills for an elementary district or a high school district;
- ?? Up to 2.2 mills for a county high school district; or
- ?? Up to 3.3 mills for a K-12 district.

Federal and state money for adult education must be deposited in the Miscellaneous Programs Fund (Fund 15).

0001 Adopted Budget -- Enter the amount of the Adult Education Fund (Fund 17) budget adopted by the Board of Trustees. The budget should include the total district levies (see limits above), non-levy revenues, and participant fees.

Budget Uses The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

0002 Expenditure Budget-This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001 -Adopted Budget amount.

0003 Add to Fund Balance-(RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Fund Balance For Budget- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

TFS48 Enter the amount of the Adult Education Fund balance from Line 48-Fund Balance for Budget (961-970) of the Balance Sheet of the accompanying Trustees' Financial Summary, unless that amount is negative. If Line 48 on the Balance Sheet is negative, enter zero. (Calculated by MAEFAIRS.)

0961 Operating Reserve -- Designate the amount of fund balance reserved for operations, up to 35% of the adopted Adult Education budget on Line 0001.

0970 Unreserved Fund Balance Reappropriated -- Enter the amount of fund balance reappropriated to fund the ensuing year's budget. Must equal TFS48 less Line 0961 -Operating Reserve.

Estimated Funding Sources (Lines 1123-9710) -- Enter the amount estimated to be received from each revenue source listed.

3444 State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts - State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

1110 District Tax Levy -- Calculate the District Tax Levy requirement: Line 0001-Adopted Budget minus Line 0970-Unreserved Fund Balance Reappropriated minus Estimated Funding Sources (Lines 1123-9710).

999 District Mills -- Divide the Line 1110-District Tax Levy mill requirement by (Taxable Valuation times 0.001). Round to nearest XX.XX. (Calculated by MAEFAIRS)

District mills may not exceed the limits in section 20-7-705, MCA shown above.

0004 Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Line 1110-District Tax Levy.

3444 State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts - State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

9100 Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;

AND

9710 Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.

0004a Estimated Revenues Exceeding Adopted Budget -- (RARE) If the amount of total estimated revenues to fund the adopted budget exceeds Line 0001-Adopted Budget **AND** Line 1110-District Tax Levy is zero, then reduce the amount on Line 0004 to equal Line 0001. Enter the difference here. This is the amount of revenue that will be raised but is not needed to support the budget. If revenues do not exceed the adopted budget, this line will equal zero.

NOTE: Line 1110-District Tax Levy must be zero before an amount can appear on this line.

See the 'Checklist for Final Budget Report'.

Non-Operating Fund (Fund 19)

This fund is used by non-operating districts only. It is used to pay costs of running the school during non-operating status, including any administration, tuition, and transportation costs.

0001 Adopted Budget -- Enter the amount of the Non-Operating Fund (Fund 19) budget adopted by the Board of Trustees. It should include all costs of administration, tuition, and transportation costs and contingency transportation reimbursement.

Budget Uses -- The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

0002 Expenditure Budget -- This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001-Adopted Budget amount.

0003 Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Transportation Schedule Data -- For Lines 0005 and 0006, enter the amounts calculated by the county superintendent in accordance with 20-10-141 and 142, MCA.

0005 On-Schedule -- Enter the sum of anticipated individual transportation contract reimbursements (daily contract rates X 180 days to be transported) plus the sum of anticipated bus route reimbursements (bus rate X miles X 180 days to be transported). Total days may not exceed 180 for the year.

0006 Regular Education Contingency -- Up to 10% of Line 0005-On-Schedule, or \$100, whichever is greater. Be sure this amount is included on Line 0001-Adopted Budget.

Fund Balance For Budget- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

TFS48 Enter the sum of fund balances for all funds from Line 48-Fund Balance for Budget (961-970) of the accompanying Trustees' Financial Summary, unless that sum is negative. If the sum is negative, enter zero here. (Calculated by MAEFAIRS.)

EXCEPTION: If the district has an active debt service fund or miscellaneous programs fund for the ensuing year, the balances of those funds remain in the funds and do not transfer to the non-operating fund.

0961 Operating Reserve -- Designate the amount of fund balance reserved for operations. In accordance with 20-9-505, MCA, the operating reserve of a non-operating district may not exceed the district's General Fund reserve for the prior school year. After the first year of non-operating status, the operating reserve must be zero.

0970 Unreserved Fund Balance Reappropriated -- Enter the amount of any fund balance reappropriated to fund the ensuing year's budget. Equals the amount on Line TFS48 minus the amount on Line 0961-Operating Reserve.

Estimated Funding Sources (Lines 1123-9710) -- Enter the amount estimated to be received from each revenue source listed.

3444 State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts - State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

9100 Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;

AND

9710 Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.

Reimbursements

2220 County Transportation Reimbursement -- Enter the 50% of the sum of Lines 0005 and 0006.

3210 State Transportation Reimbursement -- Enter the 50% of the sum of Lines 0005 and 0006.

NOTE:

?? If Line 1110 = zero, then Line 2220 = Line 0001 minus Line 0970 minus Estimated Funding Sources (Lines 1123-9710) minus Line 3210.

?? If BOTH Line 1110 and Line 2220 = zero and total revenues exceed the budget, then Line 3210 = Line 0001 minus Line 0970 minus Estimated Funding Sources (Lines 1123-9710) (If < 0, enter 0).

1110 District Tax Levy -- Calculate the District Tax Levy requirement: Line 0001-Adopted Budget minus Line 0970-Unreserved Fund Balance Reappropriated minus Estimated Funding Sources (Lines 1123-9710) minus Line 2220-County On-Schedule Transportation Reimbursement minus Line 3210-State On-Schedule Transportation Reimbursement.

999 District Mills -- Divide the Line 1110-District Tax Levy mill requirement by (Taxable Valuation times 0.001). Round to nearest XX.XX. (Calculated by MAEFAIRS)

0004 Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Reimbursements (Lines 2220 and 3210) plus Line 1110-District Tax Levy.

0004a Estimated Revenues Exceeding Adopted Budget -- (RARE) If the amount of total estimated revenues to fund the adopted budget exceeds Line 0001-Adopted Budget **AND** Line 1110-District Tax Levy is zero, then reduce the amount on Line 0004 to equal Line 0001. Enter the difference here. This is the amount of revenue that will be raised but is not needed to support the budget. If revenues do not exceed the adopted budget, this line will equal zero.

NOTE: Line 1110-District Tax Levy must be zero before an amount can appear on this line.

See the 'Checklist for Final Budget Report'.

Technology Fund (Fund 28)

Technology Acquisition and Depreciation Fund 28

General Information: This fund is used for the purchase, repair, and maintenance of technology equipment. It is funded by a levy of up to 20% of the cost of computer equipment and computer network access, not to exceed 150% of the cost over time. The fund may also be used for state, Federal and private grants and donations received for technology.

Generally, a district will adopt a budget that includes:

- 1) The estimated State Technology Grant;
- 2) Any fund balance reappropriated that will be spent in the budget year;
- 3) The amount of taxes to be levied for the ensuing year (subject to voter approval), net of any estimated non-levy revenues used in place of levies (optional);
- 4) Estimated non-levy revenues that will be spent, rather than be used to lower the amount levied;
- 5) State, Federal, and private grants or donations that will be spent in the budget year.

The amount levied in a year is limited to 20% of the cost of computer equipment and computer network access, up to 150% of the cost over time. Any increase in taxes from the previous year is subject to voter approval under MCA 15-10-402.

In MAEFAIRS, on the Levy Tab, select option regarding whether an election approved a levy amount.

~~Yes~~ No -- No election was held and Line 1110-District Tax Levy equals zero because no levy was approved. No entry can be made on Line 1110 in MAEFAIRS.

~~No~~ Yes -- An election was held and a levy passed. Line 1110-District Tax Levy equals an amount up to the amount approved on the ballot. Non-levy revenues (Lines 1123-3460) can be used to lower the amount of the tax levy.

0001 Adopted Budget -- Enter the amount of the Technology Fund (Fund 28) budget adopted by the Board of Trustees.

The adopted budget equals the sum of:

- a) Estimated Funding Sources (Lines 1123-3460)
- b) Line 0970-Unreserved Fund Balance Reappropriated
- c) Line 9100-Other Revenue
- d) Line 9710-Residual Equity Transfers In [i.e., planned transfers-in from other budgeted funds]

AND

If you checked 'Yes' that you did have an election,

- e) Line 1110-District Tax Levy

If you checked 'No' you did not have an election, no district tax levy applies to the adopted budget.

Budget Uses -- The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

0002 Expenditure Budget-This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001-Adopted Budget amount.

0003 Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Fund Balance For Budget -- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

TFS48 Enter the amount of the Building Reserve Fund balance from Line 48-Fund Balance for Budget (961-970) of the Balance Sheet of the accompanying Trustees' Financial Summary, unless that amount is negative. If Line 48 on the Balance Sheet is negative, enter zero. (Calculated by MAEFAIRS.)

0961 Operating Reserve -- Enter an amount from zero (to budget to spend entire fund balance) up to the amount of Line TFS48 (to budget to spend only a portion of the fund balance).

0970 Unreserved Fund Balance Reappropriated -- Enter the amount of Line TFS48 minus 0961. This is the amount to be spent, if needed, in the budget year.

Estimated Funding Sources (Lines 1123-9710) -- Enter the amount estimated to be received from each revenue source listed.

9100 Other Revenue -- Used to anticipate GRANTS and other revenue types that do not fit an anticipated revenue source shown on the form;

AND

- 9710** Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.
- 1110** District Tax Levy -- Enter the amount of the intended tax levy. The district should keep documents that verify:
- 1) The amount of taxes to be levied is not greater than 20% of the cost of the computer equipment and network access being 'depreciated', up to 150% over time;
 AND
 - 2) Voter approval has been obtained, as necessary, under MCA 15-10-402.
- 999** District Mills -- Divide the Line 1110-District Tax Levy mill requirement by (Taxable Valuation times 0.001). Round to nearest XX.XX. (Calculated by MAEFAIRS)
- 0004** Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Line 1110-District Tax Levy.

See the 'Checklist for Final Budget Report'.

Debt Service Fund (Fund 50)

General Information: This fund is used to pay debt service payments for principal and interest on bonds or Special Improvement Districts (SIDs). The budget of the fund should include one (1) principal and two (2) interest payments for a bond each fiscal year. OPI recommends a district should budget and pay the obligations due 1/1 and 7/1 in each budget year. (i.e., Payments due 1/1/02 and 7/1/02 should be budgeted and paid in FY2001-02. In other words, if a payment is due July 1, OPI recommends including that payment in the budget of the year ended June 30.)

A taxing jurisdiction is an area in the district that is taxed for a particular purpose, such as a bond repayment or SID. Taxing jurisdictions are established and identified by the county assessor. A district may have several bonds or SIDs outstanding in one or more taxing jurisdictions.

If a negative fund balance exists because of debt obligations paid or revenue shortfalls incurred in previous years, the negative balance may be added to the budget for the ensuing year by scheduling it under 'Add to Fund Balance.' A reserve approximating the payments due between July 1 and November 30 of the ensuing year may be retained. Other available fund balance must be reappropriated to fund the budget.

Prepare a separate page for each Taxing Jurisdiction:

Make as many copies of the Debt Service Fund (Fund 50) budget form as needed to allow you to complete a separate budget for each taxing jurisdiction within your district. If the district's only bond or SID obligations apply to the entire district territory (i.e., one taxing jurisdiction), prepare only one Debt Service Fund budget using only one page.

Jurisdiction:

Enter the levy district code(s) or reference name of the territory to which the bonded indebtedness applies. Any identifier recognized by the district may be used. The preferred method is to use the I.D. designated by the Department of Revenue in their records for this taxing jurisdiction.

Complete the 'BOND ISSUES' and 'SIDs' section for each taxing jurisdiction before completing the Debt Service Fund (Fund 50) budget. Each taxing jurisdiction may have one or more outstanding bond issues or SIDs. Add any new bond or SID obligations.

Bond Issues List:

Issue Type

OPI has prefilled this area using bond schedules. The following codes identify the debt service obligation as a bond payment or a Special Improvement District (SID), elementary or high school payment:

- ?? 'Elementary Bond' (general obligation bond for elementary)
- ?? 'High School Bond' (general obligation bond for high school)
- ?? 'Elementary Refunded' (refunding bond for elementary)
- ?? 'High School Refunded' (refunding bond for high school)

K-12 districts also must use these codes to separately identify obligations associated with elementary and high school purposes.

Eligible

Yes/No

Yes The bond is eligible for Facilities Acquisition Reimbursements. A bond is eligible if it is a general obligation bond issued after 7/1/91 **OR** if it is a refunding bond issued to retire a general obligation bond issued after 7/1/91.

Issue Date

Date the bonds were sold (MM/DD/YY).

Maturity Date

Date the obligation will be retired (MM/DD/YY).

Issue Amount

Principal amount of bonds sold.

Outstanding

Amount of bond principal outstanding.

Interest*

Interest payments to be charged to budget year.

Principal*

Principal payment to be charged to budget year.

Agent Fees*

Amount of agent fees

Total

Total of Interest, Principal, and Agent Fees for all issues in this taxing jurisdiction. Included on Line 0002-Expenditure Budget under Budget Uses.

- * Principal and interest payments should generally include any payments due from 7/2 through 7/1 of the following year (i.e., payments due on or before July 1 each year.)

SIDs list:

Issue Type

The following codes identify the debt service obligation as a Special Improvement District (SID), elementary or high school payment:

- ?? 'Elementary' (SID for elementary)
- ?? 'High School' (SID for high school)

Amount

Amount to be paid during the budget year

Taxable Valuation

Enter the Taxable Valuation of the territory ('Taxing Jurisdiction') to which the bonded indebtedness applies. The Taxable Valuation entered here may be less than the Taxable Valuation of the entire district.

- 0001** Adopted Budget -- Enter the amount of the Debt Service Fund (Fund 50) budget adopted by the Board of Trustees for this taxing jurisdiction. The budget must include the sum of total obligations for bond payments (principal, interest, and agent fees) and SIDs plus an amount needed to eliminate a fund balance deficit (entered under Line 0003-Add To Fund Balance).

Budget Uses -- The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

- 0002** Expenditure Budget-Enter the amount of planned expenditures. Must equal the totals the Bond Issues list and SIDs list for this taxing jurisdiction, at the bottom of the page.

- 0003** Add to Fund Balance-Enter the amount of additions to fund balance to eliminate a negative fund balance or to add to reserves.

Fund Balance For Budget -- The sum of 0961 -Operating Reserve and 0970-Unreserved Fund Balance Reappropriated FOR ALL TAXING JURISDICTIONS must equal TFS48.

- TFS48** Enter the amount of the Debt Service Fund balance from Line 48-Fund Balance for Budget (961-970) of the Balance Sheet of the accompanying Trustees' Financial Summary, EVEN IF the balance is negative. This amount is the fund balance associated with this taxing jurisdiction. (Calculated by MAEFAIRS.)
- 0961** Operating Reserve -- Designate the amount of fund balance reserved for operations for debt service obligations of this taxing jurisdiction. In accordance with 20-9-438(3), MCA, the trustees may designate a limited operating reserve for the purpose of paying warrants and bond obligations that must be paid from July 1 through November 30 of the ensuing fiscal year.
- 0970** Unreserved Fund Balance Reappropriated -- Enter the amount of fund balance reappropriated to fund the ensuing year's budget for this taxing jurisdiction.

Estimated Funding Sources (1123-9710) -- Enter the amount estimated to be received from each revenue source listed for this taxing jurisdiction.

☞☞ State Facilities Acquisition Advance Payment: Districts that will receive a state advance of the facilities acquisition payment should include the anticipated advance amount on Line 9100-Other Revenue.

- 3444** State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts-State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property Tax Reimbursement.
(Calculated by MAEFAIRS.)

For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)

- 9100** Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on the form;
AND
- 9710** Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another fund.
- 1110** District Tax Levy -- Calculate the District Tax Levy requirement: Line 0001-Adopted Budget minus Line 0970-Unreserved Fund Balance Reappropriated minus Estimated Funding Sources (Lines 1123-9710).
- 999** Jurisdiction Mills -- Divide this taxing jurisdiction's tax levy requirement on Line 1110-District Tax Levy by (this jurisdiction's Taxable Valuation times 0.001). This jurisdiction's Taxable Valuation is the amount listed on the top of the Debt Svc Fund Budget page. Round to nearest XX.XX.
- 0004** Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Line 1110-District Tax Levy.
- 0004a** Estimated Revenue Exceeding Adopted Budget -- If the amount of total estimated revenues to fund the adopted budget exceeds Line 0001-Adopted Budget **AND** Line 1110-District Tax Levy is zero, then reduce the amount on Line 0004 to equal Line 0001. Enter the difference here. This is the amount of revenue that will be raised but is not needed to support the budget. If revenues do not exceed the adopted budget, this line will equal zero.

NOTE: Line 1110-District Tax Levy must be zero before an amount can appear on this line.

See the 'Checklist for Final Budget Report'.

Building Reserve Fund (Fund 61)

General Information: This fund accumulates funding for future construction, and equipping or enlarging of school buildings, or for the purpose of purchasing land needed for school purposes, on authority of a voted levy. The fund can also be used to levy for transitional costs associated with opening, closing, or building a school.

A regular building reserve tax authorization may not exceed 20 years. For transition costs, the authorization may not exceed six (6) years.

Generally, a district budgets one of two ways:

- 1) Adopted Budget includes the accumulated fund balance plus any amount levied for the ensuing year, plus any estimated non-levy revenues. The total fund balance is then reappropriated to fund the budget;
OR
- 2) Adopted Budget includes only the amount of the authorized levy. The accumulated fund balance is placed on Line 0961-Operating Reserve. No fund balance is reappropriated. The estimated non-levy revenues may or may not be used to lower the levy.

The amount levied in a year is limited to the total authorized by the vote, divided by the number of years authorized. The levy may be reduced, but is not required to be reduced, by estimated non-levy revenues.

Complete the 'Voted Reserve Authorities' section at the bottom of the Bldg Res Fund Budget page before completing the Building Reserve Fund (Fund 61) budget form.

Voted Reserve Authorities:

Election Date	Date voters approved the building reserve (MM/DD/YYYY).
Total Authorized	Total levy amount authorized by voters.
Years Authorized	Number of years the building reserve levy is authorized for (maximum six (6) years for 'Transition' reserve, twenty (20) years for all others).
Levied Thru Last Year*	Amount levied in prior years.
Maximum Levy	Maximum levy authorized for the current year. May not exceed the 'Total Authorized' divided by the 'Years Authorized'.
Levy Amount	Amount levied for the ensuing fiscal year. The sum of the 'Levied Thru Last Year' and the 'Levy Amount' may not exceed the 'Total Authorized'.

NOTE: You may enter a 'Levy Amount' which is less than 'Maximum Levy' if the district wants to use non-levy revenues to lower the amount levied.

Total (1110) Enter the sum of 'Levy Amount' column. Also enter this amount on Line 1110-District Tax Levy.

- * 'Levied Thru Last Year' will not necessarily equal the fund balance or cash balance of this fund, since non-levy revenues also add to the fund balance over time. The fund may accumulate the voted amount authorized plus non-levy revenues.

District options are to levy the total 'Levy Amount' up to the 'Maximum Levy' or use estimated non-levy revenues (Lines 1123-3460) to lower the amount of the District Tax Levy.

✍ Use non-levy revenue to reduce the levy amount -- the adopted budget equals the total 'Levy Amount' LESS the estimated non-levy revenues (Lines 1123-3460) plus Line 0970-Unreserved Fund Balance Reappropriated.

NOTE: This option applies the collection of non-levy revenues to REDUCE the 'Levy Amount' from the 'Voted Reserve Authorities' list toward the 'Maximum Levy'.

~~Use non-levy revenue to add budget authority and not reduce the levy amount~~ -- the adopted budget will include the total 'Levy Amount' PLUS the estimated non-levy revenues (Lines 1123-3460) plus Line 0970-Unreserved Fund Balance Reappropriated.

NOTE: This option applies ONLY the total 'Levy Amount' from the 'Voted Reserve Authorities' list toward the 'Maximum Levy'.

NOTE: Entering a 'Levy Amount' less than 'Maximum Levy' lowers the amount depreciated during the budget year.

0001 Adopted Budget -- (Calculated by MAEFAIRS.) The amount of the Building Reserve Fund (Fund 61) budget adopted by the Board of Trustees.

The adopted budget equals the sum of:

- a) Total 'Levy Amount' from the 'Voted Reserve Authorities' list
 - b) Line 0970-Unreserved Fund Balance Reappropriated
 - c) Line 9100-Other Revenue
 - d) Line 9710-Residual Equity Transfers In [i.e., planned transfers-in from other budgeted funds]
- AND**
- If you checked 'Use non-levy revenue to add budget authority and not reduce the levy amount'
- e) Estimated Funding Sources (Lines 1123-3460).

If you checked 'Use non-levy revenue to reduce the levy amount,' the Estimated Funding Sources (Lines 1123-9710) will be used to replace and lower the amount the district will otherwise levy to cover the total 'Levy Amount' from the 'Voted Reserve Authorities' list.

Budget Uses -- The sum of Line 0002-Expenditure Budget and Line 0003-Add to Fund Balance must equal Line 0001-Adopted Budget.

0002 Expenditure Budget -- This field will equal Line 0001-Adopted Budget, unless you choose to enter an amount to Line 0003-Add to Fund Balance.

NOTE: Entering an amount to Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation, which is the Line 0001-Adopted Budget amount.

0003 Add to Fund Balance -- (RARE) If the district plans to spend LESS than the adopted budget (i.e., to increase reserves, eliminate a negative fund balance, to allow for a forecasted shortfall in revenues, etc.), enter the amount of the adopted budget the district plans NOT TO SPEND. If an amount is entered here, Line 0002-Expenditure Budget will be lowered by that amount.

Fund Balance For Budget- The sum of 0961-Operating Reserve and 0970-Unreserved Fund Balance Reappropriated must equal TFS48.

TFS48 Enter the amount of the Building Reserve Fund balance from Line 48-Fund Balance for Budget (961-970) of the Balance Sheet of the accompanying Trustees' Financial Summary, unless that amount is negative. If Line 48 on the Balance Sheet is negative, enter zero. (Calculated by MAEFAIRS.)

0961 Operating Reserve -- Either enter zero (budget all) or any amount of TFS48 that the district intends to be able to spend in the budget year.

0970 Unreserved Fund Balance Reappropriated -- Enter TFS48 minus 0961-Operating Reserve. This amount will be included in the budget authority.

Estimated Funding Sources (Lines 1123-9710) -- Enter the amount estimated to be received from each revenue source listed.

- 3444** State School Block Grant (HB124) -- For FY02, estimate using:
93.4% of prior year receipts for 1121-Motor Vehicle Taxes and Fees
AND
100% of prior year receipts from revenues 3301-State Payment in Lieu of Taxes to Elementary Districts-
State Lands, 3420-Corporation License Tax, 3430-State Aeronautics Fee and 3442-State SB184-Property
Tax Reimbursement.
(Calculated by MAEFAIRS.)
- For FY03, the amount will be the same as FY02 or the limited state appropriation may cause the amount
to be prorated to a lesser amount.
(Calculated by MAEFAIRS.)
- 9100** Other Revenue -- Used to anticipate revenue types that do not fit an anticipated revenue source shown on
the form;
AND
- 9710** Residual Equity Transfers In -- Used to anticipate the receipt of a transfer from the closure of another
fund.
- 1110** District Tax Levy -- Refer to the 'Voted Reserve Authorities' list previously completed.
?? If you checked 'Use non-levy revenue to add budget authority and not reduce the levy amount', then
enter the total 'Levy Amount' from the 'Voted Reserve Authorities' list.
- ?? If you checked 'Use non-levy revenue to reduce the levy amount', then enter the total 'Levy amount'
from the 'Voted Reserve Authorities' list MINUS the total of Lines 1123-3460.
- 999** District Mills -- Divide the Line1110-District Tax Levy mill requirement by (Taxable Valuation times
0.001). Round to nearest XX.XX. (Calculated by MAEFAIRS)
- 0004** Total Estimated Revenues To Fund Adopted Budget -- Enter the sum of Line 0970-Unreserved Fund
Balance Reappropriated plus Estimated Funding Sources (Lines 1123-9710) plus Line 1110-District Tax
Levy.

See the 'Checklist for Final Budget Report'.

Index

Budget

Adult Education Fund (Fund 17)	46
Assistance.....	3, 30
Budget Instructions.....	26
Budget Summary	30
Building Reserve Fund (Fund 61).....	55
Bus Depreciation Fund (Fund 11).....	41
Checklist for Final Budget Report	26
Debt Service Fund (Fund 50).....	52
District Taxable Valuation	30
Excess Reserves Worksheet.....	36
Gen Fund Limits & Reserves.....	32
Gen Fund Worksheet.....	33
General Fund (Fund 01)	37
K-12 BASE Ratios Page.....	33
K-12 GTB Subsidy Worksheet.....	33
Non-Operating Fund (Fund 19).....	48
Part I-III. Gen Fund Limits & Reserves.....	32
Part IV. GTB Sub Wksht K-12s.....	33
Part V. Gen Fund Worksheet.....	33
Retirement Fund (Fund 14)	45
Taxable Valuation.....	30
Technology Fund (Fund 28)	50
Transportation Fund (Fund 10)	38
Tuition Fund (Fund 13).....	44

Trustees' Financial Summary (TFS)

Assistance.....	3, 8
Balance Sheet	14
Blank Forms	8
Blank Schedule of Rev Exp & Chgs in Fund Bal.....	24
Changes or Revisions.....	9
Closing Procedures	9
Detail Expenditure Report	25
Download	4
Dropdown List / Combo Box.....	3
Due Dates	10
Edit	3
Employee Benefits.....	22
Expenditures	21
Fixed Assets.....	16, 20
FYOP	3
Grant Coding	11
Help Desk.....	3, 8, 30
Liabilities.....	17
Long-Term Debts	18
Miscellaneous Programs	18, 21, 23
Non-Operating Districts.....	8, 48
Print OR Preview.....	3
Printing	4
Project Reporter Codes (PRC).....	14
Revenues	20
Roll-Up Instructions	21

Schedule of Revenues, Expenditures and Changes in Fund Balance	20
Send Completed Forms	9
Special Ed Coop Host.....	8
Suggested Procedures for Completing	7
Tips.....	3
Undo.....	4
Upload.....	5
What to Report	8
Where to Send Completed Forms	9
Who Should Complete.....	8
Who to Call	3, 8, 30
Year-End Adjustments	9